

GRANDE PRAIRIE REGIONAL COLLEGE

ACADEMIC UPGRADING DEPARTMENT
Adult Basic Education Program

COURSE TITLE: TYPING 1

COURSE CODE: BC 0061 Semester 1 2 3 4 /19

INSTRUCTOR: COLLEEN HOLLER
539-2712
#C218
(available office hours posted on office door)

COURSE DESCRIPTION: Basic instruction of typing and use of the computer.

COURSE CONTENT: Students will complete 7 lesson units and a word list.

COURSE REQUIREMENTS: Reading level EN 0060

REQUIRED TEXTS: text will be provided

SUGGESTED SUPPLIES: 1 5 1/4" computer disk (48 TPI)

CLASSROOM REGULATIONS: No food or drinks allowed in the classroom
Notify instructor if on any medication

CREDIT GIVEN: Successful completion of exercises and word list within the time frame of one semester.
Grade will be indicated by CR or NC or F