

GRANDE PRAIRIE REGIONAL COLLEGE

ADULT DEVELOPMENT DEPARTMENT

F 1989-90

COURSE TITLE: Typing 1

COURSE CODE: BC 061 SEMESTER: 1 2 3 4 / 19__

INSTRUCTOR: COLLEEN HOLLER 539-2030
(available office hours posted on
office door)

COURSE DESCRIPTION: Basic introduction of typing and use of
the typewriter.

COURSE CONTENT: Students will complete 7 lesson units and
a word list.
Course includes several quizzes on the
machine.

COURSE REQUIREMENTS: Reading level ENG 060*
*special arrangements with
Instructor prior to enrolment

REQUIRED TEXTS: None required

SUGGESTED SUPPLIES: notepaper/pencil or pen

CLASSROOM REGULATIONS: No drinks, food or smoking in room.
Notify Instructor of illness or if on
medication.

CREDIT GIVEN: Accurate completion of all exercises,
word list and quizzes.