GRANDE PRAIRIE REGIONAL COLLEGE

ADULT DEVELOPMENT DEPARTMENT

COURSE TITLE: TYPING I

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

INSTRUCTOR: COLLEEN HOLLER   539-2712
(available   office   hours   posted   on
office door #218)

COURSE DESCRIPTION: Basic introduction of typing and use of the Apple Computer.

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

Course includes several quizzes on the computer.

COURSE REQUIREMENTS: Reading Level ENG 060*

*Special arrangements with Instructor prior to enrollment

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: Successful completion of all exercises and quizzes.