

GRANDE PRAIRIE REGIONAL COLLEGE
ADULT DEVELOPMENT DEPARTMENT

COURSE INFORMATION

COURSE OUTLINE: APPLEWORKS BC065

PREREQUISITES: 060 Reading level

INSTRUCTOR: William T. Shaw

ROOM: C 119

MATERIALS: Manual, Appleworks Program Disks
provided by the Instructor. The
student will need a blank disk.

COURSE OBJECTIVES: To provide students with basic word
processing skills on an Apple
Computer.

COURSE OUTLINE:

Part One: Becoming familiar with the Apple Computer
and learning the proper use and care of the
computer.

Part Two: Getting Started

Part Three: Revising Work Source on a Data Diskette

Part Four: Commands for Formatting Printed Documents

Part Five: Creating and Printing Form Letters

Part Six: Introduction to the Clipboard

Part Seven: Additional Word Processor Features

Part Eight: Final Assignment

EVALUATION: Daily Assignments . . 60%
Final Assignment . . 40%
Pass: 60%