

GRANDE PRAIRIE REGIONAL COLLEGE  
ADULT DEVELOPMENT DEPARTMENT

COURSE INFORMATION

BC065

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COURSE OUTLINE:           APPLEWORKS

PREREQUISITES:           060 Reading level

INSTRUCTOR:             Pat Ferguson

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%