

GRANDE PRAIRIE REGIONAL COLLEGE
OFFICE ADMINISTRATION
COURSE OUTLINE

OA 1360 - INTRODUCTION TO SOFTWARE APPLICATIONS

TEXT: Understanding and Using Microsoft Works on the IBM PC.

COREQUISITE: OA 1010, Introductory Typing

COURSE DESCRIPTION: Introduces applications of software including word processing, spreadsheets, data base, graphics and numeric key padding.

COURSE OBJECTIVES:

1. Students will acquire the skill of creating business-related documents using an integrated software package.
2. Students will develop an understanding of the applications for an integrated package in the business work force.
3. Students will develop competency in each module of an integrated package so simpler packages could be applied and evaluated.
4. Students will develop an understanding of computer literacy.

COURSE CONTENT: Computers - An Overview
Hardware
Software
Computer Systems
Security
Exam
Software Applications
Numeric Key Padding
Final Practical Exam (last 2 weeks of classes)
Final Theory Exam - AS PER FINAL EXAM SCHEDULE

GRADING: TERM WORK 30%
FINAL EXAM 70%

FALL 1992