

GRANDE PRAIRIE REGIONAL COLLEGE *S. Barr*
OFFICE ADMINISTRATION
COURSE OUTLINE

OA 2360 - ADVANCED SOFTWARE APPLICATIONS

- TEXT:** Lotus 1-2-3 Quick Reference
Quattro Instant Reference
Lab Pack
- PREREQUISITE:** OA 1360 - INTRODUCTION TO SOFTWARE APPLICATIONS
- COURSE DESCRIPTION:** Applies advanced features of software packages. Includes Microsoft Works, Quattro, dBase IV, Lotus 1-2-3, Bedford, AccPacc, Paradox and MYOB.
- COURSE OBJECTIVES:**
1. Students will complete practical applications and problem solving tasks using various computer software packages and through these applications and problem solving tasks acquire a working knowledge of some advanced features.
 2. Students will understand and apply importing and exporting features of various software packages.
 3. Students will develop problem-solving skills in simulations using various software packages.
- GRADING:** EACH MODULE WILL BE ASSIGNED A FINAL GRADE THAT CONSTITUTE 20 PERCENT OF THE COURSE MARK (See OA 2360 Lab Pack).
- COURSE CONTENT:**
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| MODULE I | ACCPAC BEDFORD |
| MODULE II | MICROSOFT WORKS REVIEW |
| MODULE III | MICROSOFT WORKS INTEGRATIONS |
| MODULE IV | LOTUS 1-2-3 |
| MODULE V | QUATTRO PRO |