



COURSE OUTLINE

Course Name: Computer Literacy Level 1

Course Number: COMP 0311

Number of Credits: 0

Effective Date: October 2017

Course Description:

Computer Literacy Level 1, COMP 0311, is the first of two levels of Adult Literacy Fundamental Computer Studies. This course is designed to give students a strong foundation of basic computer skills through guided activities in Basic Knowledge of a Computer parts, Word Processing, Keyboarding, and Electronic Communication.

School or Centre:

School of Arts and Sciences

Year of Study:

ABE Fundamental Literacy (Grade 8 & below)

Course History:

Revised Course

Name of Replacing Course (if applicable):

Course Pre-requisites (if applicable):

Students must have departmental approval to register for this course.

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

No Yes (details below):

Instructional Strategies:

Instructional strategies include, but are not limited to: individualized and self paced instruction, use of print and electronic visual prompts, 1-1 and group work and computer use.

Course Learning Outcomes:

Students will meet the outcomes as stated for the ABE Adult Literacy Fundamental Computers, located in the most current ABE Articulation Handbook.

Program Learning Outcomes:

Evaluation/Grading System

| Grading System | Specify if 'Other': | Specify Passing Grade: |
|-----------------------------|---------------------|------------------------|
| Satisfactory/Unsatisfactory | | S (68%) |

Components and Weighting of the Assessment/Evaluation Plan:

| Type | Percentage | Evaluation Plan (provide a brief explanation for each component especially if value exceeds 35%): |
|---------------|--------------|--|
| Assignments | 30 | Completion of unit activities |
| Portfolio | 30 | Printed or emailed unit end activity |
| Project | 25 | Level 1 Final Project |
| Participation | 10 | Communication between student and instructor through email and attendance. |
| Other | 5 | Demonstration of correct touch typing techniques. |
| | | |
| | Total | 100 |

Learning Environment/Type

| Instruction Type | Hours Per Instruction Type | Comments |
|------------------|----------------------------|--------------------------------|
| S - Self-paced | 78 | 6 Hours per week for 13 weeks. |
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| | | |
| | | |
| | | |
| | Total | 78 |

Resource Material(s):

Resources are items in addition to tuition that the student is responsible for purchasing. Course resource information will be supplied by the department/instructor.

Course Topics:

Basic keyboarding, parts of a computer, word processing, email.

VCC Education and Education Support Policies

There are a number of **Education** and **Education Support** policies that govern your educational experience at VCC, please familiarize yourself with them.

The policies are located on the VCC web site at:

<http://www.vcc.ca/about/governance--policies/policies/>

To find out how this course transfers, visit the BC Transfer Guide at www.bctransferguide.ca.

FOR COMMITTEE USE ONLY

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| Approved by Curriculum Committee: | September 19, 2017 | Approved by Education Council: | |
|--|--------------------|---------------------------------------|--|