



COURSE OUTLINE

Course Name: Computer Literacy Level 2

Course Number: COMP 0312

Number of Credits: 0

Effective Date: October 2017

Course Description:

Computer Literacy Level 2, COMP 0312, is the second of two levels of Adult Literacy Fundamental Computer Studies. This course is designed build on the skills acquired in COMP 0311, as well as expand and develop new skills through guided activities in 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 activities.
Project	25	Level 2 Final Project
Participation	10	Communication between student and instructor through email and attendance.
Other	5	Achievement of a 10 WPM typing speed.
	Total	100

Learning Environment/Type

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

Touch typing, basic word processing, electronic communication, browsing the Internet and browser options.

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

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