**Course Name:** Word Processing 12  
**Course Number:** COMP 0982  
**Number of Credits:** 4.0  
**Effective Date:** January 2017

**Course Description:**
This course provides students with the basic knowledge and skills to use Microsoft Word, including advanced techniques in text editing, character and paragraph formatting, headers and footers, tables, styles and templates, mail merges, graphics and desktop publishing concepts.

Completion of 2 of the following courses is required for completion of ABE Provincial Level Computer Studies: COMP 0982, COMP 0984, COMP 0985

COMP 0982, 0984 and 0985 may be taken in any order.

### School or Centre:
School of Arts and Sciences

### Year of Study:
ABE Provincial Level (Grade 12)

### Course History:
Revised Course

### Course Pre-requisites (if applicable):
Grade 10 English or equivalent

### Course Co-requisites (if applicable):

### PLAR (Prior Learning Assessment & Recognition)
- [ ] No
- [X] Yes (details below):
### Instructional Strategies:
Self-paced - one-to-one individualized instruction

### Course Learning Outcomes:
Students will meet the learning outcomes for ABE Provincial Level Computer Studies (Publishing) as stated in the most recent ABE Articulation Handbook.

### Program Learning Outcomes:
If this course is taken as part of the ABE Provincial Certificate program, see the Program Content Guide for the program learning outcomes.
## Evaluation/Grading System

<table>
<thead>
<tr>
<th>Grading System</th>
<th>Specify if 'Other':</th>
<th>Specify Passing Grade:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Letter Grades</td>
<td></td>
<td>D</td>
</tr>
</tbody>
</table>

## Components and Weighting of the Assessment/Evaluation Plan:

<table>
<thead>
<tr>
<th>Type</th>
<th>Percentage</th>
<th>Evaluation Plan (provide a brief explanation for each component especially if value exceeds 35%):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project</td>
<td>10</td>
<td>Advanced formatting, sections, headers and footers</td>
</tr>
<tr>
<td>Project</td>
<td>10</td>
<td>Styles, tables of contents, indexes</td>
</tr>
<tr>
<td>Exam</td>
<td>20</td>
<td>Sections, headers, footers</td>
</tr>
<tr>
<td>Exam</td>
<td>20</td>
<td>Tables, columns, mail merge</td>
</tr>
<tr>
<td>Exam</td>
<td>20</td>
<td>Styles, templates</td>
</tr>
<tr>
<td>Exam</td>
<td>20</td>
<td>Outlines, indexes, table of contents, bookmarks</td>
</tr>
</tbody>
</table>

Total 100

## Learning Environment/Type

<table>
<thead>
<tr>
<th>Instruction Type</th>
<th>Hours Per Instruction Type</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>B - Lab (Computer, Chemistry...)</td>
<td>96</td>
<td>Self-paced classroom/lab</td>
</tr>
</tbody>
</table>

Total 96

## 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:

Advanced character and paragraph formatting.
Footnotes, endnotes, indexes, bookmarks, cross references and tables of contents.
Tables and columns.
Mail merge of letters and labels.
Productivity tools: wizards, styles and templates.
Sections, headers and footers.
Charts, graphics and images.
Publishing principles in document creation.

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: | October 25, 2016 | Approved by Education Council: |   |