



COURSE OUTLINE

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

Name of Replacing Course (if applicable):

Course Pre-requisites (if applicable):

Grade 10 English or equivalent

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

No 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

Grading System	Specify if 'Other':	Specify Passing Grade:
Letter Grades		D

Components and Weighting of the Assessment/Evaluation Plan:

Type	Percentage	Evaluation Plan (provide a brief explanation for each component especially if value exceeds 35%):
Project	10	Advanced formatting, sections, headers and footers
Project	10	Styles, tables of contents, indexes
Exam	20	Sections, headers, footers
Exam	20	Tables, columns, mail merge
Exam	20	Styles, templates
Exam	20	Outlines, indexes, table of contents, bookmarks
Total		100

Learning Environment/Type

Instruction Type	Hours Per Instruction Type	Comments
B - Lab (Computer, Chemistry...)	96	Self-paced classroom/lab
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:	
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