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CMPT 1301: Word Excel PowerPoint

EFFECTIVE DATE

DEPARTMENT

Computers - City Centre
DESCRIPTION

Comprehensive skills training in the most common business applications of MS Office for those working in an office environment. Learn to perform functions common to key Microsoft applications and examine communication between programs. Required supplies: Please purchase textbook from downtown bookstore prior to course start date. Prerequisite: Introduction to Computers and File Management (CMPT 1302) or basic knowledge of Windows (recommended). (30 hours)

CREDITS

YEAR OF STUDY

2.5

PREREQUISITES

None

COREQUISITES

None

COURSE LEARNING OUTCOMES

None

PRIOR LEARNING ASSESSMENT & RECOGNITION (PLAR)

None

HOURS

Lab: 30

INSTRUCTIONAL STRATEGIES

GRADING SYSTEM

Letter Grade (A-F)

PASSING GRADE

EVALUATION PLAN

None

COURSE TOPICS

None

LEARNING RESOURCES

None

Notes:

- Course contents and descriptions, offerings and schedules are subject to change without notice.
- Students are required to follow all College policies including ones that govern their educational experience at VCC. Policies are available on the VCC website at:
<https://www.vcc.ca/about/governance--policies/policies/>.
- To find out how this course transfers, visit the BC Transfer Guide at <https://www.bctransferguide.ca>.

Broadway campus

1155 East Broadway
Vancouver, B.C. Canada
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Downtown campus

250 West Pender Street
Vancouver, B.C. Canada
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Annacis Island campus

1608 Cliveden Avenue
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