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COMP 0312: Computer Literacy Level 2

EFFECTIVE DATE

October 2017

DEPARTMENT

Basic Education

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.

CREDITS

0.0

YEAR OF STUDY

Below Grade 10 Equivalency

PREREQUISITES

Students must have departmental approval to register for this course.

COREQUISITES

None

COURSE LEARNING OUTCOMES

Upon successful completion of this course, students will be able to:

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

PRIOR LEARNING ASSESSMENT & RECOGNITION (PLAR)

None

HOURS

Self-paced: 78

Other: 78

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.

GRADING SYSTEM

Satisfactory/Unsatisfactory

PASSING GRADE

S (68%)

EVALUATION PLAN

| Type | Percentage | Assessment activity |
|---------------|------------|---|
| 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 |

COURSE TOPICS

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

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
V5T 4V5

Downtown campus

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

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