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## COMP 0750: Computer Studies 10

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### EFFECTIVE DATE

January 2017

### DEPARTMENT

College & Career Access

### DESCRIPTION

This course provides students with the basic word processing knowledge and skills needed to use Microsoft Word to create, edit, save, and print electronic documents. Students use proper touch typing technique to perform keyboarding with at least 20 wpm. Students will send an email with an attachment and use Internet browsers to browse on-line content. In addition, students learn to recognize the internal elements of a computer and its operating system software and keep personal files organized.

### CREDITS

4.0

### YEAR OF STUDY

ABE Intermediate Level(Grade9/10)

### PREREQUISITES

Grade 9 English or equivalent

### COREQUISITES

None

### COURSE LEARNING OUTCOMES

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

- Students will meet the learning outcomes for ABE Intermediate level Computer Studies as stated in the most recent ABE Articulation Handbook.

### PRIOR LEARNING ASSESSMENT & RECOGNITION (PLAR)

None

## HOURS

Lab: 96

## INSTRUCTIONAL STRATEGIES

Self-paced: Blended one-to-one individualized instruction using Moodle.

## GRADING SYSTEM

Letter Grade (A-F)

## PASSING GRADE

D

## EVALUATION PLAN

Type	Percentage	Assessment activity
Assignments	20	
Exam	20	Keyboarding
Exam	30	Introduction to Computers & Operating Systems
Exam	30	Word Processing & Electronic Communications

## COURSE TOPICS

- Touch typing techniques and procedures
  - Launching and termination of an application program
  - Evolution of computer technology
  - Applications in society
  - Hardware versus software
  - Mouse usage
  - Printer Operation
  - Operating System operations
  - Naming and locating files and folders
  - Creating a new word processing document
  - Editing a document, including cutting and pasting text
  - Document operations
  - Spell Checker, Thesaurus and Help
  - Formating a page with font and page layout properties
  - Tables, columns, page and section breaks

Searching the Internet  
Email with file attachments

## 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>.

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