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COMP 0831: Introduction to Word Processing

EFFECTIVE DATE

January 2017

DEPARTMENT

College & Career Access

DESCRIPTION

This course covers the basic skills needed to produce simple personal documents. Students learn how to enter and edit text; format words, paragraphs, and page layouts; and check spelling, replace text, and print documents in whole or in part.

CREDITS

0.0

YEAR OF STUDY

ABE Advanced Level(Grade11)

PREREQUISITES

Introduction to Windows (COMP 0735) or equivalent Grade 9 English or equivalent (English 041, CLB 6, or ESL Upper Advanced)

COREQUISITES

None

COURSE LEARNING OUTCOMES

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

- Enter and edit text in a document.
- Format character and words.
- Format paragraphs.
- Format a section.
- Print a document.

PRIOR LEARNING ASSESSMENT & RECOGNITION (PLAR)

None

HOURS

Lab: 96

Other: 96

INSTRUCTIONAL STRATEGIES

Self-paced. Classroom instruction. Moodle.

GRADING SYSTEM

Satisfactory/Unsatisfactory

PASSING GRADE

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EVALUATION PLAN

Type	Percentage	Assessment activity
Assignments	30	
Project	35	
Final Exam	35	

COURSE TOPICS

- Creating a Document
- Selecting and Editing
- Formatting Characters
- Writing Tools
- Formatting Paragraphs
- Tabs and Tabbed Columns
- Move and Copy
- Find and Replace
- Margins and Print 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

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Downtown campus

250 West Pender Street
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Annacis Island campus

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