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COMP 0863: ABE Computer Studies-Adv Level

EFFECTIVE DATE

DEPARTMENT

College & Career Access
DESCRIPTION

In this online course, students: (1) gain knowledge of the workings of computers, including computing technology concepts, system components and their functions, and computer purchasing information; (2) develop working skills in MS-Windows operation, storage and file management, word processing, spreadsheets (free OpenOffice software will be installed). Required: computing equipment running Windows 98 operating system or higher, a printer; a fast Internet connection (highly recommended). Prerequisites: English 10 or equivalent; and keyboarding proficiency (15-20 w.p.m. is helpful).

CREDITS

YEAR OF STUDY

0.0

PREREQUISITES

None

COREQUISITES

None

COURSE LEARNING OUTCOMES

None

PRIOR LEARNING ASSESSMENT & RECOGNITION (PLAR)

None

HOURS

Other: 6

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>.

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