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COMP 0982: Word Processing 12

EFFECTIVE DATE

January 2017

DEPARTMENT

College & Career Access

DESCRIPTION

This course provides students with the basic knowledge and skills to use Microsoft Word, including advanced techniques in text editing, character and paragraph formatting, headers and footers, tables, styles and templates, mail merges, graphics and desktop publishing concepts. Completion of 2 of the following courses is required for completion of ABE Provincial Level Computer Studies: COMP 0982, COMP 0984, COMP 0985. COMP 0982, 0984 and 0985 may be taken in any order.

CREDITS

4.0

YEAR OF STUDY

ABE Provincial Level(Grade12)

PREREQUISITES

Grade 10 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 Provincial Level Computer Studies (Publishing) as stated in the most recent ABE Articulation Handbook.

PRIOR LEARNING ASSESSMENT & RECOGNITION (PLAR)

None

HOURS

Lab: 96

Other: 96

INSTRUCTIONAL STRATEGIES

Self-paced - one-to-one individualized instruction

GRADING SYSTEM

Letter Grade (A-F)

PASSING GRADE

D

EVALUATION PLAN

Type	Percentage	Assessment activity
Project	10	Advanced formatting, sections, headers and footers
Project	10	Styles, tables of contents, indexes
Exam	20	Sections, headers, footers
Exam	20	Tables, columns, mail merge
Exam	20	Styles, templates
Exam	20	Outlines, indexes, table of contents, bookmarks

COURSE TOPICS

- Advanced character and paragraph formatting.
- Footnotes, endnotes, indexes, bookmarks, cross references and tables of contents.
- Tables and columns.
- Mail merge of letters and labels.
- Productivity tools: wizards, styles and templates.
- Sections, headers and footers.
- Charts, graphics and images.
- Publishing principles in document creation.

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
V6B 1S9

Annacis Island campus

1608 Cliveden Avenue
Delta, B.C. Canada
V3M 6P1

604.871.7000

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