

COMPUTER STUDIES (COMP)

COMP 0300 Upgrading Credits: 0

Intro to Online Learning Total Hours: 24

In this course, computer skills are introduced at the fundamental level to help students gain the knowledge and confidence to perform basic computer operations for online learning. This course will prepare students for subsequent online or blended courses in the Basic Education Department.

COMP 0311 Upgrading Credits: 0

Computer Literacy Level 1 Total Hours: 78

Computer Literacy Level 1, COMP 0311, is the first of two levels of Adult Literacy Fundamental Computer Studies. This course is designed to give students a strong foundation of basic computer skills through guided activities in Basic Knowledge of a Computer parts, Word Processing, Keyboarding, and Electronic Communication.

Pre-requisite(s): Department approval required

COMP 0312 Upgrading Credits: 0

Computer Literacy Level 2 Total Hours: 78

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.

Pre-requisite(s): Department approval required

COMP 0735 Upgrading Credits: 0

Introduction to Windows Total Hours: 96

This course provides students with the basic knowledge and skills needed to use computer application programs in a Microsoft Windows environment. Students learn to work with the Windows desktop, application windows and the task-bar. Students navigate drives and folders, and find, copy, move and delete files.

Pre-requisite(s): Grade 9 English or equivalent

COMP 0736 Upgrading Credits: 0

Online Learning Skills 10 Total Hours: 24

This course will introduce students to Windows, macOS, and the various software applications required for success in an online learning environment.

COMP 0740 Upgrading Credits: 0

Introduction to PowerPoint Total Hours: 90

This course provides students with the basic knowledge and skills needed to use Microsoft PowerPoint to create computer-based slide shows. Students will learn how to create slide shows, add slides of varying layouts, edit slides for content and style, add charts, photos and computer art. Along with the computer skills, students will consider how a slide show will supplement their presentation. Presentation features like slide transitions, timings, sound tracks, speaker's notes, and presentation handouts will be covered.

COMP 0831 Upgrading Credits: 0

Intro to Word Processing Total Hours: 96

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.

Pre-requisite(s): Introduction to Windows (COMP 0735) or equivalent; Grade 9 English or equivalent (English 041, CLB 6, or ESL Upper Advanced)

COMP 0832 Upgrading Credits: 0

Intro to Spreadsheets Total Hours: 96

This course covers the basic skills needed to produce reports that involve numbers and calculations. Students learn how to enter and edit text and numeric data; enter calculating formulas and statistical functions; format numbers and text to produce clear, accurate and attractive printouts, and create simple charts to show relationships between numeric data.

Pre-requisite(s): Introduction to Windows (COMP 0735) or equivalent; Grade 9 English or equivalent (English 041, CLB 6, or ESL Upper Advanced)

COMP 0834 Upgrading Credits: 0

Introduction to the Internet Total Hours: 36

This course covers the basic skills necessary to effectively use the Internet as an information and communications tool. Students learn how to display, navigate and print web pages as well as how to find information on specific topics and assess the reliability of the information. They learn to save files, images, text and entire web pages to disk. Students create and use an email account for writing, replying to, forwarding and storing email messages. A zip utility is used to zip and unzip files for faster transferability across the Internet.

COMP 0863 Upgrading Credits: 0

ABE Computer Studies-Adv Level Total Hours: 6

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).

Pre-requisite(s): English 10 or equivalent; and keyboarding proficiency (15-20 w.p.m. is helpful)

COMP 0981 Upgrading Credits: 4

Computer Science 12 Total Hours: 96

This provincial level Computer Science course is designed to teach students to analyze problems and devise algorithms or processes to solve the problems. Students will use this process to write a computer implementation of the solution and test the solution. Students will be adequately prepared for a career or program of studies where logical thought and structured design processes are required.

Pre-requisite(s): Pre-calculus 11 or Foundations of Math 11 or equivalent; English 10 or equivalent; and COMP 0735 or equivalent

COMP 0982 Upgrading Credits: 4

Word Processing 12 Total Hours: 96

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.

Pre-requisite(s): Grade 10 English or equivalent

COMP 0983 Upgrading Credits: 0

Computer Science 12 Part 1 Total Hours: 6

Computer Science 0983 is the first half of the ABE Provincial (grade 12) level Computer Science. It introduces the student to the Visual Basic programming language and computer science concepts. Although programming syntax and structures are used throughout the course, emphasis is placed on a systematic approach to problem solving. Topics include data structures, input and output techniques, repetition, decision-making, data files, and modular programming.

COMP 0984 Upgrading Credits: 4

Spreadsheet Management 12 Total Hours: 96

This course provides students with the knowledge and skills needed to use advanced spreadsheet data entry and formatting techniques. Students apply statistical, financial and decision-making functions, cell protection and data validation. Students create macros to automate worksheet management. 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.

Pre-requisite(s): Grade 10 English or equivalent

COMP 0985 Upgrading Credits: 4

Database Management 12 Total Hours: 96

This course is designed to show students the concepts of database management using Microsoft Access. Students will learn how to create relational database tables, backup and repair the database, view data through queries, perform data editing with screen forms and generate formal output in a variety of report formats. On completion of this course students will be able to create a functional database system. Students will explore ethical and social issues of database use. 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.

Pre-requisite(s): Grade 10 English or equivalent

COMP 0986 Upgrading Credits: 4

Digital Art and Graphics Total Hours: 96

This course introduces tools and procedures required for digital art and graphic design. Basic terminology of digital images and file formats will be introduced. Students will begin their study of digital art using photo editing software (GIMP, Photoshop). Photo editing will introduce students to design software and familiarize them with common functions of design software such as movement, selection, and colour manipulation. Completion of 2 of the following courses is required for completion of ABE Provincial Level Computer Studies: COMP 0982, COMP 0984, COMP 0985, COMP 0986, COMP 0987. These courses may be taken in any order.

Prior Learning Assessment is available.

COMP 0987 Upgrading Credits: 4

Computer Programming Total Hours: 96

This course introduces students to the topic of Computer Programming. Students will learn the basic syntax of a popular programming language (Java, python, or C++). Students will learn how to approach and solve problems using basic procedural solutions (one-dimensional arrays, non-nested loops, minimal nested conditionals, no recursion) that demonstrate understanding of the fundamental concepts of programming. Completion of 2 of the following courses is required for completion of ABE Provincial Level Computer Studies: COMP 0982, COMP 0984, COMP 0985, COMP 0986, COMP 0987. These courses may be taken in any order.

Prior Learning Assessment is available.

COMP 0993 Upgrading Credits: 0

Computer Science 12 Part 2 Total Hours: 6

Computer Science 0993 is the second half of the ABE Provincial Level Computer Science (Computer Science 12 equivalency). It is an advanced course in computer programming. Topics include arrays, records, binary files, data storage and the use of multiple forms. Students are assigned individual projects requiring a systematic approach to problem solving.