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## CMPT 1302: Introduction to Computers and File Management

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### EFFECTIVE DATE

September 2020

### DEPARTMENT

Computers - City Centre

### DESCRIPTION

For students with little to no background in computers. Building a foundation of basic computer skills, this module demonstrates how to identify different types of computers, the components of a personal computer (including internal components such as microprocessors), and how these components work together. Topics include the knowledge and skills of accessing, storing, and managing files on local and remote computers. Learn how to maintain PCs and perform basic troubleshooting.

### CREDITS

1.0

### YEAR OF STUDY

None

### PREREQUISITES

### COREQUISITES

None

### COURSE LEARNING OUTCOMES

None

### PRIOR LEARNING ASSESSMENT & RECOGNITION (PLAR)

None

### HOURS

Lab: 15

## 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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#### 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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