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COMP 0735: Introduction to Windows

EFFECTIVE DATE

January 2017

DEPARTMENT

College & Career Access

DESCRIPTION

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.

CREDITS

0.0

YEAR OF STUDY

ABE Advanced Level(Grade11)

PREREQUISITES

Grade 9 English or equivalent

COREQUISITES

None

COURSE LEARNING OUTCOMES

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

- Perform basic tasks in a Windows environment.
- Manage computer files.
- Perform basic tasks in the management of applications.

PRIOR LEARNING ASSESSMENT & RECOGNITION (PLAR)

None

HOURS

Lab: 96

Other: 96

INSTRUCTIONAL STRATEGIES

Self-paced: Blended one-to-one individualized instruction using Moodle.

GRADING SYSTEM

Satisfactory/Unsatisfactory

PASSING GRADE

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EVALUATION PLAN

Type	Percentage	Assessment activity
Assignments	30	
Midterm Exam	35	
Exam	35	

COURSE TOPICS

- Running programs
- Managing multiple windows
- Shortcuts, icons and Help
- Windows Explorer Navigation, File/Folder and Details panes
- Creating folders and organizing files
- Searching for files
- USB storage
- Application window basics
- Opening, closing and saving files

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

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