

COURSE SYLLABUS

Managing Files and Maintaining Your Computer

Winter/Spring 2010

INSTRUCTOR: Eric VanCleave

INSTRUCTOR'S PHONE: 501-321-9117

PREREQUISITE(S): Successfully demonstrate knowledge and/or successful completion of the following courses;

Introduction to Computing

Windows Basics XP or Vista Fundamentals

CLASS LOCATION: Coronado Center, Room 5

A. COURSE DESCRIPTION

This class will introduce students to the concepts of creating, saving, naming and managing files and folders in their computer. They will also learn how to maintain and enhance their computer's performance.

B. METHOD OF INSTRUCTION

Lecture, discussion, question and answer, demonstration, hands-on computer use related to the course and student demonstration of course related tasks.

C. COURSE OBJECTIVES

Objective 1: Students will learn to locate Windows Explorer to locate all files and folders in the computer.

Objective 2: Students will practice along with the instructor as he guides them through creating, saving, naming, and finding:

- a. Document files and folders**
- b. Picture files and folders**
- c. E-mail personal (Local) files and folders**

Objective 3: Students will learn the steps to follow to keep their computer up to speed (accelerating Start Up.)

Objective 4: The instructor will demonstrate and hand out directions for how and when to “defrag”, do security settings, do updates, and do backups. Virus protection will also be discussed.