

# **COURSE SYLLABUS**

## **Managing Files and Folders**

**2011**

**INSTRUCTOR: Eric Van Cleave**

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

**Introduction to Computing**

**Windows Basics – Vista/Windows 7**

**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.**

### **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.**

### **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**