Course Title: Windows 10 - Intermediate

Course Description: Explore the Windows operating system powerful, lesser-known tools.

Course Prerequisite(s): Windows 10 – Beginner

Course Objectives: Demonstrate competency using Windows 10

Certification Notes: Next Class Possibilities: Microsoft Office applications

Instructor Notes: Textbook(s): Teach Yourself VISUALLY Windows 10 Anniversary Update by Paul McFedries Wiley, 978-1-119-31118-8

Lesson Plan – by week or session
Session 1: Working with Multimedia
Session 2: Editing Documents
Session 3: Working with Files
Session 4: Sharing Your Computer
Session 5: Getting More from a Tablet PC
Session 6: Implementing Security Maintaining Windows

Course Sessions: listed are a guideline to indicate all topics that will be covered during your course. Do not plan your personal calendar based on these sessions. Your instructor will give you a calendar for your class that will indicate specific topics, assignments, and days.

Method of Evaluation: Unless otherwise stated, course completion is evaluated on the basis of attendance. Students must be in attendance 90% of the class time in order to be considered a successful completer of the course.

Students must be in attendance 90% of each course in a certificate series for successful completion and to earn a certificate as specified.

Students must complete all courses (core and no. of elective courses needed) to complete a certificate series within two years from start date of the first course taken.

2/16/2017
Americans with Disabilities Act: Collin College will adhere to all applicable federal, state and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal opportunity. It is the student's responsibility to contact the ACCESS office, SCC-G200 or 972.881.5898 (V/TTD: 972.881.5950) to arrange for appropriate accommodations. See the current Collin Student Handbook for additional information.

http://www.collin.edu/studentresources/personal/studenthandbook.aspx