Course Number:  COMP 6310

Course Title:  Windows 10 - Intermediate

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

Suggested Course Prerequisite(s):  Windows 10 – Beginner

Course Resources:  Teach Yourself VISUALLY Windows 10 Anniversary Update by Paul McFedries
       Wiley, 978-1-119-31118-8

Student Learning Outcomes:  Demonstrate competency using Windows 10

Certification Notes:  N/A

Next course recommendation:  Microsoft Office Systems

Refund Policy:  Please refer to www.collin.edu/ce/inforegistrar.html for our refund policy. No refunds after the start time of the first class.

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-D140 or 972.881.5898 (V/TTD: 972.881.5950) to arrange for appropriate accommodations. See the current Collin Student Handbook for additional information.

Course Sessions:  Listed are guidelines 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.

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

Method of Evaluation:  Unless otherwise stated, course completion is evaluated on the basis of attendance. Students must be in attendance 90% of each course in a certificate series for successful completion and to earn a certificate as specified.