

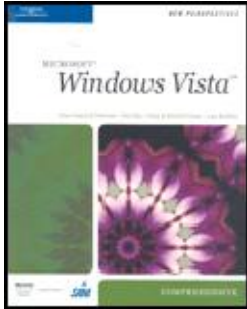
COMPUTER INFORMATION SYSTEMS 1130 Windows Basics

This is an information sheet only, not the course syllabus.

COURSE DESCRIPTION

An introduction to the Windows operating system and its Graphical User Interface (GUI).
Prerequisite: Basic computer mouse skills. (2 credit hours)

COURSE MATERIALS



New Perspectives on Microsoft Windows Vista, Comprehensive
by June Jamrich Parsons, Dan Oja, Joan Carey, Patrick Carey,
Lisa Ruffolo, Course Technology 2008.
ISBN# 9781423906025

COURSE OUTLINE

Units	Activity
0, 1	Orientation, Exploring the Basics of Microsoft Windows Vista, Organizing Your Files
2	Personalizing Your Windows Environment
3	Working with the Internet, E-Mail and Protecting Your Computer
4	Searching for Information and Collaborating with Others
5	Managing Multimedia Files and Connecting to Networks with Mobile Computing
6	Maintaining Hardware and Software and Improving Your Computer's Performance

EVALUATION/GRADING

Points will be distributed in the following manner:

Assignments	300
Tests	300
Total	600

Grading Scale

Grade	Points	Percent
A	600 - 540	100%-90%
B	539 - 580	89%-80%
C	579 - 520	79%-70%
D	519 - 460	69%-60%
F	459 - 0	60% or less

SATISFACTORY/FAIL OPTION

The S/F grade option is available to students in this course. Contact the instructor or refer to the syllabus for details and conditions.

INCOMPLETE GRADE POLICY

If you may find that you are unable to complete the course by the end of the semester for some unavoidable reason you may request an Incomplete grade. Contact the instructor or refer to the course syllabus for details.