

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)

REQUIRED AND RECOMMENDED COURSE MATERIALS

Please follow the instructions below to locate information on the textbook and other materials for this course.

1. From [COD home page](#), click on **myACCESS**.
2. Click on **Search for Credit Classes**.
3. From the **Term** drop-down box select the term.
4. Choose your course from the **Subjects** drop-down menu.
5. In the **Course #** field, enter your course number.
6. In the **Section** field, enter the course section number if known.
7. From the **Course Types** drop-down menu select **Internet/Online**.
8. Scroll to the bottom of the page and click on **SUBMIT**.
9. Click on the **Section Name and Title** link.
10. Click on **Click here for prices of required textbook(s) and supplies** and course material information will be displayed.

Alternatively, you can visit the [COD Bookstore](#) website to find this information.

COURSE OUTLINE

Units	Activity
1	Exploring the Windows 7 Operating System, Customizing Microsoft Windows 7
2	Managing Folders and Files, Creating and Customizing Shortcuts
3	Comparing Windows 7 File Systems, Optimizing Your Hard Disk
4	Enhancing Computer Security, Troubleshooting Windows 7
5	Evaluating System Performance, Backing Up and Restoring Files
6	Installing, Upgrading, and Configuring Software, Managing Hardware and Networks
7	Using the Command-Line Environment, Exploring the Windows Registry

EVALUATION/GRADING

Points will be distributed in the following manner:

Assignments	250
Tests	350
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.