Collin College - Continuing Education
COURSE SYLLABUS

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COURSE INFORMATION
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Course Number: COMP 6315

Course Title: Windows Computer Basics

Course Description: The Windows operating system allows students to operate a personal computer and run Windows applications. In the course students learn to use Windows utilities and applications and become comfortable with the basic functions and settings of the operating system.

Suggested Course Prerequisite(s): Computer Keyboarding or ability to use the mouse.

Course Resources: Welcome to Computer Basics: Windows 11 Edition; Labyrinth Publications 978-1-64061-522-9

Student Learning Outcomes:
- Learn the Windows operating system and applications
- Customize Windows
- Use Windows for online tasks
- Organize contacts and appointments
- Use Windows for day-to-day computing tasks

Lesson Plan – by week or session
> **Session 1:** Configure an Email Account
> Getting Started with Windows
> Customizing Windows
> **Session 2:** Customizing Windows, continued
> Surfing the Web
> **Session 3:** Surfing the Web, Continued
> Sending and Receiving Email
> Redesigning Your Desktop World
> **Session 4:** Getting Social with Windows
> **Session 5:** Performing Day-to-Day Tasks with Apps
> **Session 6:** Working with Images

Certification Notes: N/A

Next course recommendation:

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.

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.