



LONDON CAPITAL COMPUTER COLLEGE

Advanced Diploma in Graphic Design (992) – Advanced Windows Operating System

Prerequisites: Good knowledge in file management.	Corequisites: A pass or higher in Diploma in Information Technology or equivalence.
Aim: The topics that will be discussed in this hands-on course include: the program manager; using the mouse; the Help feature; desktop shortcuts; the control panel; multitasking; creating and deleting folders; working with the Windows menu system; the desktop; working in dialog boxes; using My Computer and the Windows Explorer; and using the clipboard to copy and paste files. The Advanced Windows operating system course introduces candidates to solid understanding of Windows networking, knowledge of document management, industry-related hardware, and technical support. This course provides comprehensive instruction for installation, troubleshooting and support of the Windows operating system. The course also covers user level functionality, as well as an overview of client/server technology and network communications.	
Required Materials: Recommended Learning Resources.	Supplementary Materials: Recommended textbooks and lecture notes.
Special Requirements: This is a hands-on course, hence practical use of computers is essential. Requires intensive lab work outside of class time.	
Intended Learning Outcomes:	Assessment Criteria:
1 Demonstrate an overview of attaching, managing devices connected to a computer. and identifying the uses of Device Manager.	1.1 Discuss about attaching and managing devices 1.2 Demonstrate using the Paint application to create bitmap graphics 1.3 Demonstrate creating screen captures 1.4 Describe devices found in Device Manager.
2 Identify networking hardware, including modems, network cards, establishing a connection to another computer and how all allow others to share resources, sharing folders, files, and printers and creating permissions for sharing including what mapping and how to map a drive.	2.1 Discuss the different type of networks 2.2 Demonstrate how to log on and log off of a network 2.3 Consider the various hardware devices and software settings required to connect to a network 2.4 Describe the TCP/IP (Transmission Control/Internet) Protocol, the address space of the Internet 2.5 Discuss how to map drives and to share drives, folders, files and printers 2.6 Demonstrate how to locate computers on a network 2.7 Discuss about domains, and the role of the Active Directory 2.8 Explore My Network Places and learn how to use the Add Network Place wizard 2.9 Discuss protocols, why they are important to networking and how to install a protocol
3 Define inter-application communication	3.1 Describe objects




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<p>using Object Linking and Embedding (OLE), Distributed Component Object Model (DCOM) and ActiveX.</p>	<p>3.2 Discuss about compound documents 3.3 Describe the difference between a server file and a container file 3.4 Define a Clipboard 3.5 Practice copying objects from one application to another 3.6 Describe the difference between an embedded object and a linked object 3.7 Demonstrate editing embedded objects 3.8 Demonstrate dragging and dropping data between applications 3.9 Discuss certain programs can only act as servers and not as clients 3.10 Demonstrate inserting a graphic into another application 3.11 Describe the advantages of linking over embedding and vice-versa 3.12 Demonstrate linking an object 3.13 Demonstrate editing a linked object</p>
<p>4 Explore passwords and how to manage them, including groups, permissions, authentication, firewall functions and features.</p>	<p>4.1 Discuss security considerations dealing with having too much security versus too little 4.2 Describe what security is and why it is important to any organisation 4.3 Discuss the importance of security planning and some strategies of how to prepare a plan 4.4 Define what some of the potential security threats are and a profile of how an actual attack takes place 4.5 Discuss about the Windows security model and the improvements that have been made over previous versions of Windows 4.6 Define passwords, what they accomplish and what the best practices are to manage them 4.7 Discuss what a user is and why this designation is so important to security in Windows 4.8 Discuss about groups and the different types of groups 4.9 Discuss permissions and how they interact with one another 4.10 Describe major types of authentication used in Windows, including Preshared Key, Kerberos and Certificates 4.11 Describe what a firewall is and what the functions and features are</p>

Recommended Learning Resources: Advanced Windows Operating System

Text Books	<ul style="list-style-type: none">• Advanced Windows by Jeffrey Richter. ISBN-10: 1572315482• Windows Professional Advanced Configuration and Implementation: A Comprehensive Guide to the New Mainstream Desktop Operating System for Professional Users by Morten Strunge Nielsen. ISBN-10: 1576105288
Study Manuals 	BCE produced study packs
CD ROM 	Power-point slides
Software 	Windows Operating System

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