



Diploma in Information Technology (103) – Windows Operating System




Prerequisites: Familiarity with Windows, mouse and keyboarding skills.	Corequisites: A pass or higher in Certificate in Information Systems.
Aim: The course emphasises on basic Windows concepts, including: understanding the Windows environment, the desktop, how to use help, the taskbar, running multiple programs, and managing documents and folders. Candidates will learn how to identify Window elements, interface with menus and dialog box controls, and how to use the operating system efficiently. Activities will include copy, paste and delete functions, customising the Taskbar, understanding file maintenance and file name extensions, exploring the Network Neighbourhood and how shared data is identified.	
Required Materials: Recommended learning resources.	Supplementary Materials: Lecture notes and tutor extra reading recommendations.
Special Requirements: Significant hands-on labs using Windows Operating System.	
<p>Intended Learning Outcomes:</p> <p>1 Understand the functions of an operating system. Identify the default desktop icons and what they represent. Examine parts of a window.</p> <p>2 Understand the features of WordPad and NotePad. Identify the differences between My Computer and Windows Explorer. Describe how to change view in Explorer.</p>	<p>Assessment Criteria:</p> <p>1.1 Illustrate how to start and log on to Windows</p> <p>1.2 Familiarise with the Windows Desktop</p> <p>1.3 Be able to select and move objects using the mouse</p> <p>1.4 Explore common features of the Windows interface</p> <p>1.5 Be able to shut down Windows</p> <p>1.6 Demonstrate how to create and save a file</p> <p>1.7 Demonstrate how to close and open a file</p> <p>1.8 Illustrate how to use Windows Help</p> <p>2.1 Learn about WordPad and Notepad, the two applications for creating text files</p> <p>2.2 Be able to set paragraph margins and alignment</p> <p>2.3 Demonstrate how to create bulleted lists</p> <p>2.4 Demonstrate how to change the size, style, and typeface of text</p> <p>2.5 Learn how to navigate the file system</p> <p>2.6 Demonstrate how to move, copy, and delete files</p> <p>2.7 Identify how to format a floppy disk</p> <p>2.8 Create folders and move/copy/delete files.</p> <p>3.1 Customise the taskbar's toolbars</p> <p>3.2 Demonstrate how to change the appearance of the Desktop</p> <p>3.3 Demonstrate how to set up a screen saver</p> <p>3.4 Illustrate how to adjust the settings for the mouse</p> <p>3.5 Illustrate how to adjust settings to reflect different abilities</p> <p>3.6 Be able to create and remove Desktop shortcuts</p> <p>4.1 Learn about how Windows uses storage,</p>

<p>3 Learn how to customise the Windows environment. Define how to change the appearance of a desktop. Describe how to create and manage shortcuts to programs, folders and files.</p>	<p>4.2 Learn about different types of storage disks and how to format a hard drive</p> <p>4.3 Learn about some basic disk problems and use the maintenance tools provided by Windows such as Disk Cleanup, Check Disk and Disk Defragmenter to analyze, correct and prevent disk errors</p> <p>4.4 Learn how to schedule tasks to run automatically on the computer</p> <p>4.5 Learn how to back up the hard drive, some strategies for backing up and how to restore the backup in case of a disk failure</p> <p>4.6 Learn how to create an Emergency Repair Disk</p>
<p>4 Describe the basic maintenance steps of an operating system. Discuss disk defragmentation and analyse the importance of regular backup schedule.</p>	<p>5.1 Demonstrate several ways of printing files: from within the application that created it, without opening an application, and from the Desktop by creating a printer shortcut</p> <p>5.2 Illustrate how to cancel or pause a print job</p> <p>5.3 Define what the print queue and spooling are and how they relate to executing print jobs</p> <p>5.4 Define the difference between a local printer and a network printer</p> <p>5.5 Demonstrate how to install a local printer using the Add Printer Wizard</p> <p>5.6 Demonstrate how to connect to a Network Printer</p>
<p>5 Describe how to print files from within an application or outside an application. Identify the purpose of a print queue and spooling a print job. Demonstrate how to install a printer and the difference between a local and network printer.</p>	<p>6.1 Demonstrate how to use a quick shortcut to find recently used files</p> <p>6.2 Perform different types of searches for files, folders, programs or drives on a computer</p> <p>6.3 Perform advanced searches, including searching by the date of a file, the type of file, or the size of the file</p> <p>6.4 Identify how to save criteria for searches that you perform frequently</p> <p>6.5 Illustrate search using wildcard characters</p> <p>6.6 Describe how to get access to Windows Explorer from anywhere in the computer</p> <p>6.7 Familiarise with the important interface elements of Windows Explorer</p> <p>6.8 Be able to customise folders using either the classic Windows or Web view or the Customise This Folder wizard</p> <p>7.1 Launch Internet Explorer</p> <p>7.2 Customize the Internet Explorer interface</p> <p>7.3 Display and navigate within web sites</p> <p>7.4 Find previously visited web pages</p> <p>1.1 Create and manage a collection of favorite web pages</p> <p>8.1 Learn how to log on and log off of a network.</p> <p>8.2 Consider the various hardware devices</p>

<p>6 Define how to perform different types of searches for files, folders, programs or drives.</p>	<p>and software settings required to connect to a network.</p> <p>8.3 Introduce the TCP/IP (Transmission Control/Internet) Protocol, the address space of the Internet.</p> <p>8.4 Learn how to map drives; and to share drives, folders, files and printers.</p> <p>8.5 Locate computers on a network.</p> <p>8.6 Learn about domains, and the role of the Active Directory.</p> <p>8.7 Explore My Network Places and learn how to use the Add Network Place wizard.</p> <p>8.8 Learn what protocols are, why they are important to networking and how to install a protocol.</p>
<p>7 Demonstrate how to set up a connection to the Internet</p>	<p>9.1 Describe compound document</p> <p>9.2 Describe the difference between a server file and a container file</p> <p>9.3 Learn what ClipBook is and how to use it</p> <p>9.4 Practice copying objects from one application to another.</p> <p>9.5 Describe the difference between an embedded object and a linked object.</p> <p>9.6 Practice editing embedded objects</p> <p>9.7 Practice inserting a graphic into another application</p> <p>9.8 Learn what a scrap is and how it can improve productivity</p> <p>9.9 Practice linking an object</p> <p>9.10 Practice editing a linked object</p>
<p>8 Identify networking services. Learn about the different type of networks.</p>	<p>9.11 Learn what is .NET</p> <p>9.12 Learn basic Dos commands</p> <p>10.1 Describe how to end programs that are not responding</p> <p>10.2 Identify how to produce a complete hardware report</p> <p>10.3 Learn to troubleshoot problems with devices</p> <p>10.4 Identify how to start a computer in Safe Mode</p> <p>10.5 Identify how to restore a computer after startup failure</p> <p>10.6 Learn how generate reports on the current system status</p> <p>10.7 Practice network troubleshooting using command line prompts</p> <p>10.8 Back and restore the Registry</p>
<p>9 Define inter-application communication</p>	<p>11.1 Determine whether a computer meets the system and installation requirements</p> <p>11.2 Produce reports to determine compatibility issues and to preserve information about a computer</p> <p>11.3 Learn the difference between an upgrade and a clean install</p> <p>11.4 Install software from the CD-ROM, floppy drive, or a network folder</p> <p>11.5 Learn how to find out about and install updates to the operating system</p>

<p>10 Demonstrate troubleshooting and System Management</p> <p>11. Installing and upgrading software</p>	
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**Recommended Learning Resources:
Windows Operating Systems**

<p>Text Books</p>	<ul style="list-style-type: none"> • Operating Systems, 1st Edition, ISBN-13 9780072957693 • The O'Leary Series: Windows XP- Brief, 1st Edition ISBN-13 9780072472509 • Microsoft® Office Series by Linda Ericksen ISBN 0-13-028476-9
<p>Study Manuals</p> 	<p>BCE produced study packs</p>
<p>CD ROM</p> 	<p>Power-point slides</p>
<p>Software</p> 	<p>Windows Operating System</p>