LONDON CAPITAL COMPUTER COLLEGE

Diploma in Computerised Accounting (333) – Windows Operating System

Prerequisites: Computer basics.	**Corequisites:** A pass or higher in Certificate in Information Systems.
Course Description: 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.	

Intended Learning Outcomes:	Assessment Criteria:	
1 Understand the functions of an operating system. Identify the default desktop icons and what they represent. Examine parts of a window.	1.1	Illustrate how to start and log on to Windows
	1.2	Familiarise with the Windows Desktop
	1.3	Be able to select and move objects using the mouse
	1.4	Explore common features of the Windows interface
	1.5	Be able to shut down Windows
	1.6	Demonstrate how to create and save a file
	1.7	Demonstrate how to close and open a file
	1.8	Illustrate how to use Windows Help
2 Understand the features of WordPad and NotePad. Identify the differences between My Computer and Windows Explorer. Describe how to change view in Explorer.	2.1	Learn about WordPad and Notepad, the two applications for creating text files
	2.2	Be able to set paragraph margins and alignment
	2.3	Demonstrate how to create bulleted lists
	2.4	Demonstrate how to change the size, style, and typeface of text
	2.5	Learn how to navigate the file system
	2.6	Demonstrate how to move, copy, and delete files
	2.7	Identify how to format a floppy disk
	2.8	Create folders and move/copy/delete files.
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.	3.1	Customise the taskbar's toolbars
	3.2	Demonstrate how to change the appearance of the Desktop
	3.3	Demonstrate how to set up a screen saver
	3.4	Illustrate how to adjust the settings for the mouse
	3.5	Illustrate how to adjust settings to reflect different abilities
	3.6	Be able to create and remove Desktop shortcuts
4 Describe the basic maintenance steps of	4.1	Learn about how Windows uses storage,

an operating system. Discuss disk defragmentation and analyse the importance of regular backup schedule.	4.2	Learn about different types of storage disks and how to format a hard drive
	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
	4.4	Learn how to schedule tasks to run automatically on the computer
	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
	4.6	Learn how to create an Emergency Repair Disk
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.	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
	5.2	Illustrate how to cancel or pause a print job
	5.3	Define what the print queue and spooling are and how they relate to executing print jobs
	5.4	Define the difference between a local printer and a network printer
	5.5	Demonstrate how to install a local printer using the Add Printer Wizard
	5.6	Demonstrate how to connect to a Network Printer
6. Define how to perform different types of searches for files, folders, programs or drives.	6.1	Demonstrate how to use a quick shortcut to find recently used files
	6.2	Perform different types of searches for files, folders, programs or drives on a computer
	6.3	Perform advanced searches, including searching by the date of a file, the type of file, or the size of the file
	6.4	Identify how to save criteria for searches that you perform frequently
	6.5	Illustrate search using wildcard characters
	6.6	Describe how to get access to Windows Explorer from anywhere in the computer
	6.7	Familiarise with the important interface elements of Windows Explorer
	6.8	Be able to customise folders using either the classic Windows or Web view or the Customise This Folder wizard
7. Demonstrate how to set up a connection to the Internet	7.1	Launch Internet Explorer
	7.2	Customize the Internet Explorer interface
	7.3	Display and navigate within web sites
	7.4	Find previously visited web pages
	1.1	Create and manage a collection of favorite web pages
8. Identify networking services. Learn about the different type of networks.	8.1	Learn how to log on and log off of a network.
	8.2	Consider the various hardware devices

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

	updates to the operating system

Recommended Learning Resources: Windows Operating Systems

Text Books	• 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
Study Manuals	BCE produced study packs
CD ROM	Power-point slides
Software	Windows Operating System