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Student Name

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High School or Vocational Center

**COMPETENCY RECORD FOR ARTICULATION  
Baker College**

Please check below each skill the student has mastered with a minimum of 80 percent accuracy or with an A or B grade.

**CIS 106A: INTRODUCTION TO OPERATING SYSTEM CONCEPTS**

| <b>Task</b>   | <b>Satisfactory</b> | <b>Unsatisfactory</b> |
|---|---------------------|-----------------------|
| 1. Demonstrate the ability to differentiate key structural characteristics in currently supported Windows operating systems including the following:      |                     |                       |
| a. structural components  |                     |                       |
| b. interface navigation   |                     |                       |
| 2. Demonstrate an understanding of Operating Systems and Startup files in Windows including the following:  |                     |                       |
| a. files used in the boot process   |                     |                       |
| b. files that build major structural components   |                     |                       |
| c. initialization and registry files  |                     |                       |
| 3. Demonstrate the ability to use command-line functions and utilities available in the Windows family of operating systems.                              |                     |                       |
| 4. Demonstrate the ability to manage physical & logical disks and files systems, including security settings, in the Windows family of operating systems. |                     |                       |
| a. disk partitions  |                     |                       |
| b. file systems structures including FAT 12, 16, FAT 32, and NTFS   |                     |                       |
| c. root and subdirectory structures   |                     |                       |
| d. file attributes, security, and extensions  |                     |                       |
| 5. Demonstrate the ability to describe and manipulate principal operating system utilities related to disk, system and file management in Windows.        |                     |                       |
| 6. Demonstrate and differentiate the steps and procedures for installing Windows including the  |                     |                       |

| <b>Task</b>  | <b>Satisfactory</b> | <b>Unsatisfactory</b> |
|--|---------------------|-----------------------|
| following:   |                     |                       |
| a. hardware requirements.  |                     |                       |
| b. installation options and methods.   |                     |                       |
| c. disk preparation and device driver defaults   |                     |                       |
| 7. Demonstrate steps and procedures to upgrade or migrate previous versions of Windows to those currently supported.                               |                     |                       |
| 8. Demonstrate the ability to manipulate boot options and use emergency or recovery utilities for non-bootable Windows installations.              |                     |                       |
| 9. Demonstrate the ability to install and update device drivers and additional system components in Windows.                                       |                     |                       |
| 10. Demonstrate the ability to optimize memory, disks, files, cache, and temp files in the Windows family of operating systems.                    |                     |                       |
| 11. Demonstrate the ability to differentiate and interpret common error messages in Windows.   |                     |                       |
| 12. Demonstrate the ability to diagnose common problems inherent in Windows and to apply the appropriate system utilities including the following: |                     |                       |
| a. using local or network printers.  |                     |                       |
| b. memory, hardware, and file system problems  |                     |                       |
| c. security concerns   |                     |                       |
| 13. Demonstrate the ability to apply the networking capabilities of Windows including the following:   |                     |                       |
| a. configuring network protocols   |                     |                       |
| b. configuring network client software   |                     |                       |
| c. sharing folders and printers  |                     |                       |
| d. basic network diagnostic commands   |                     |                       |
| 14. Demonstrate the ability to understand and establish Internet connectivity and configure settings in Windows including the following:           |                     |                       |
| a. internet browser configuration  |                     |                       |
| b. remote access and connectivity technologies   |                     |                       |
| c. workgroup and Domain configuration  |                     |                       |

| Task  | Satisfactory | Unsatisfactory |
|---|--------------|----------------|
| d. Protecting against security threats  |              |                |
| 15. Demonstrate the ability to understand installation, configuration and network connectivity of a non-Microsoft Operating System (e.g. Linux, Mac OS) to include the following: |              |                |
| a. default account security   |              |                |
| b. verifying network connectivity   |              |                |
| c. configuring and using alternate browsers   |              |                |
| d. graphical user interface   |              |                |
| 16. Demonstrate the ability to understand how to communicate effectively with end users including the following:  |              |                |
| a. planning for a good service  |              |                |
| b. understanding software copyright   |              |                |
| c. job roles  |              |                |

Teacher signature \_\_\_\_\_ Date \_\_\_\_\_