

Student Name _____

High School or Vocational Center _____

COMPETENCY RECORD FOR ARTICULATION

Baker College of Muskegon

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

CIS106A INTRODUCTION TO OPERATING SYSTEM CONCEPTS

Task	Satisfactory	Unsatisfactory
Demonstrate the ability to differentiate key structural characteristics in Windows 9x, Windows 2000 Professional and Windows XP including the following:		
a. structural components		
b. interface navigation		
Demonstrate an understanding of the major system files in the Windows 9.x and NT/2000/XP family of operating systems including the following:		
a. files used in the boot process		
b. files that build major structural components		
c. initialization and registry files		
Demonstrate the ability to use command-line functions and utilities available in the Windows 9.x and 2000/XP family of operating systems.		
Demonstrate the ability to manage disks, directories, and files including security settings the Windows 9.x and 2000/XP family of operating systems including the following:		
a. disk partitions		
b. file systems structures including FAT 16, FAT 32, NTFS4, and NTFS5.x		
c. directory structures		
d. file attributes, security, and extensions		
Demonstrate the ability to describe and manipulate major operating system utilities related to disk, system and file management in Windows 2000/XP.		
Demonstrate and differentiate the steps and procedures for installing Windows 9x, Windows 2000 Professional, and Windows XP including the following:		
a. hardware requirements of each		

Task	Satisfactory	Unsatisfactory
b. installation options and methods for each		
c. disk preparation and device driver defaults		
Demonstrate steps and procedures to upgrade Windows 9x to Windows 2000 and Windows 2000 to XP.		
Demonstrate the ability to manipulate boot options and create emergency disks for the Windows 2000/XP.		
Demonstrate the ability to install and update device drivers and additional system components in the Windows 2000/XP.		
Demonstrate the ability to optimize memory, disks, files, cache, and temp files in the Windows 9.x and Windows 2000/XP family of operating systems.		
Demonstrate the ability to differentiate and interpret common error messages in the Windows 2000/XP.		
Demonstrate the ability to diagnose common problems inherent in the Windows 2000/XP and to apply the appropriate system utilities including the following:		
a. printer problems		
b. memory, hardware, and file system problems		
c. security problems		
Demonstrate the ability to apply the networking capabilities of Windows 2000/XP including the following:		
a. networking protocols		
b. networking software		
c. sharing resources		
d. networking tools		
Demonstrate the ability to understand and establish Internet connectivity and configure settings in Windows 2000/XP including the following:		
a. internet protocols		
b. connectivity technologies		
c. installing and configuring browsers		
d. addressing security issues		
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		

Task	Satisfactory	Unsatisfactory
d. graphical user interface		
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 _____