

COMPUTER OPERATING SYSTEMS
COURSE CODE: 5322
STUDENT PROFILE

STUDENT'S NAME		TEACHER'S NAME	
School Year/Semester	Date Begin	Date Completed	Grade

Directions: Document student's progress using the applicable rating scales below: Enter date of completion under the appropriate column.

- 0 - Has not received instruction in this area / **no experience or knowledge of this task (N/A)**
- 1 - Requires additional instruction and or **close supervision (60-69)**
- 2 - Can perform the task completely with **limited supervision (70-79)**
- 3 - Can apply and perform **independently (80-100)**

A. SAFETY		0	1	2	3
1	Review school safety policies and procedures.				
2	Review classroom safety rules and procedures.				
3	Review safety procedures for using equipment in the classroom.				
4	Identify major causes of work-related accidents in office environments.				
5	Demonstrate safety skills in an office/work environment.				

B. STUDENT ORGANIZATIONS		0	1	2	3
1	Identify the purpose and goals of a Career and Technology Student Organization (CTSO).				
2	Explain how CTSOs are integral parts of specific clusters, majors, and/or courses.				
3	Explain the benefits and responsibilities of being a member of a CTSO.				
4	List leadership opportunities that are available to students through participation in CTSO conferences, competitions, community service, philanthropy, and other activities.				
5	Explain how participation in CTSOs can promote lifelong benefits in other professional and civic organizations.				

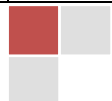
C. TECHNOLOGY KNOWLEDGE		0	1	2	3
1	Demonstrate proficiency and skills associated with the use of technologies that are common to a specific occupation				



2	Identify proper netiquette when using e-mail, social media, and other technologies for communication purposes.				
3	Identify potential abuse and unethical uses of laptops, tablets, computers, and/or networks.				
4	Explain the consequences of social, illegal, and unethical uses of technology (e.g., cyber bullying, piracy; illegal downloading; licensing infringement; inappropriate uses of software, hardware, and mobile devices in the work environment).				
5	Discuss legal issues and the terms of use related to copyright laws, fair use laws, and ethics pertaining to downloading of images, photographs, documents, video, sounds, music, trademarks, and other elements for personal use.				
6	Describe ethical and legal practices of safeguarding the confidentiality of business-related information.				
7	Describe possible threats to a laptop, tablet, computer, and/or network and methods of avoiding attacks.				
D. PERSONAL QUALITIES AND EMPLOYABILITY SKILLS		0	1	2	3
1	Demonstrate punctuality.				
2	Demonstrate self-representation.				
3	Demonstrate work ethic.				
4	Demonstrate respect.				
5	Demonstrate time management.				
6	Demonstrate integrity.				
7	Demonstrate leadership.				
8	Demonstrate teamwork and collaboration.				
9	Demonstrate conflict resolution.				
10	Demonstrate perseverance.				
11	Demonstrate commitment.				
12	Demonstrate a healthy view of competition				
13	Demonstrate a global perspective.				
14	Demonstrate health and fitness.				
15	Demonstrate self-direction.				
16	Demonstrate lifelong learning.				
E. PROFESSIONAL KNOWLEDGE		0	1	2	3
1	Demonstrate effective speaking and listening skills.				
2	Demonstrate effective reading and writing skills.				
3	Demonstrate mathematical reasoning.				
4	Demonstrate job-specific mathematics skills.				



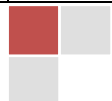
5	Demonstrate critical-thinking and problem-solving skills.				
6	Demonstrate creativity and resourcefulness.				
7	Demonstrate an understanding of business ethics.				
8	Demonstrate confidentiality.				
9	Demonstrate an understanding of workplace structures, organizations, systems, and climates.				
10	Demonstrate diversity awareness.				
11	Demonstrate job acquisition and advancement skills.				
12	Demonstrate task management skills.				
13	Demonstrate customer-service skills.				
F. IMPLEMENT WINDOWS		0	1	2	3
1	Prepare for installation requirements. a. Determine hardware requirements and compatibility. b. Choose between an upgrade and a clean installation. c. Determine appropriate editions according to device type. d. Determine requirements for particular features such as Hyper-V, Cortana, Miracast, Virtual Smart Cards, and Secure Boot. e. Determine and create appropriate installation media. f. Configure upgrade readiness.				
2	Install Windows. a. Perform clean installations. b. Upgrade using installation media. c. Configure native boot scenarios. d. Identify valid upgrade paths. e. Migrate from previous versions of Windows. f. Install to virtual hard disk (VHD). g. Boot from VHD. h. Install on bootable USB. i. Install additional Windows features. j. Configure Windows for additional regional and language support.				
3	Configure devices and device drivers. a. Install, update, disable, and roll back drivers. b. Resolve driver issues. c. Configure driver settings including signed and unsigned drivers. d. Manage driver packages. e. Download and import driver packages. f. Use the Deployment Image Servicing and Management (DISM) tool to add packages.				
4	Perform post-installation configuration. a. Configure and customize start menu, desktop, taskbar, and notification settings according to device type. b. Configure accessibility options. c. Configure Cortana. d. Configure Microsoft Edge. e. Configure Internet Explorer; configure client Hyper-V. f. Configure power settings.				
5	Implement Windows in an enterprise environment. a. Provision with the Windows Configuration Designer tool. b. Implement Active Directory–based activation.				



	<ul style="list-style-type: none"> c. Implement volume activation using a Key Management Service (KMS). d. Query and configure activation states using the command line. e. Configure Active Directory including Group Policies. f. Configure and optimize user account control (UAC). 				
G. CONFIGURE AND SUPPORT CORE SERVICES		0	1	2	3
1	<p>Configure networking.</p> <ul style="list-style-type: none"> a. Configure and support IPv4 and IPv6 network settings. b. Configure name resolution; connect to a network. c. Configure network locations. d. Configure Windows Firewall. e. Configure Windows Firewall with Advanced Security. f. Configure network discovery. g. Configure Wi-Fi settings. h. Configure Wi-Fi Direct. i. Troubleshoot network issues. j. Configure VPN such as app-triggered VPN, traffic filters, and lockdown VPN. k. Configure IPsec. l. Configure Direct Access. 				
2	<p>Configure storage.</p> <ul style="list-style-type: none"> a. Configure disks, volumes and file system options using Disk Management, and Windows PowerShell. b. Create and configure VHDs. c. Configure removable devices. d. Create and configure storage spaces. e. Troubleshoot storage and removable devices issue 				
3	<p>Configure data access and usage.</p> <ul style="list-style-type: none"> a. Configure file and printer sharing and HomeGroup connections. b. Configure folder shares, public folders, and OneDrive. c. Configure file system permissions. d. Configure OneDrive usage including Files On Demand. e. Troubleshoot data access and usage. 				
4	<p>Implement Apps.</p> <ul style="list-style-type: none"> a. Configure desktop apps. b. Configure startup options. c. Configure Windows features. d. Configure Windows Store. e. Implement Windows Store apps. f. Implement Windows Store for Business. g. Implement Windows Store for Education. h. Provision packages; create packages. i. Use deployment tools. j. Use the Windows Assessment and Deployment Kit (ADK). 				
5	<p>Configure remote management.</p> <ul style="list-style-type: none"> a. Choose the appropriate remote management tools. b. Configure remote management settings. c. Modify settings remotely by using the Microsoft Management Console (MMC) or Windows PowerShell. d. Configure Remote Assistance including Easy Connect. e. Configure Remote Desktop. f. Configure remote PowerShell. 				



H. MANAGE AND MAINTAIN WINDOWS		0	1	2	3
1	<p>Configure updates.</p> <ul style="list-style-type: none"> a. Configure Windows Update options. b. Implement Insider Preview, Current Branch (CB), Current Branch for Business (CBB), and Long Term Servicing Branch (LTSB) scenarios. c. Manage update history. d. Roll back updates. e. Update Windows Store apps. 				
2	<p>Monitor Windows.</p> <ul style="list-style-type: none"> a. Configure and analyze Event Viewer logs. b. Configure event subscriptions; monitor performance using Task Manager. c. Monitor performance using Resource Monitor. d. Monitor performance using Performance Monitor and Data Collector Sets. e. Monitor system resources; monitor and manage printers. f. Configure indexing options. g. Manage client security by using Windows Defender. h. Evaluate system stability using Reliability Monitor. i. Troubleshoot performance issues. j. Manage security using the Windows Defender Security Center. k. Configure Windows Defender Advanced Threat Detection. 				
3	<p>Configure system and data recovery.</p> <ul style="list-style-type: none"> a. Configure a recovery drive. b. Configure a system restore. c. Perform a refresh or recycle. d. Perform a driver rollback. e. Configure restore points. f. Resolve hardware and device issues. g. Interpret data from Device Manager. h. Restore previous versions of files and folders. i. Configure File History. j. Recover files from OneDrive; k. Use Windows Backup and Restore. l. Perform a backup and restore with WBAAdmin. m. Perform recovery operations using Windows Recovery. 				
4	<p>Configure authorization and authentication.</p> <ul style="list-style-type: none"> a. Configure Microsoft Passport. b. Configure picture passwords and biometrics. c. Configure workgroups. d. Configure domain settings. e. Configure Azure AD Domain join. f. Configure Homegroup settings. g. Configure Credential Manager. h. Configure local accounts. i. Configure Microsoft accounts. j. Configure Device Registration. k. Configure Windows Hello for Business. l. Configure Device Guard. m. Configure Credential Guard. n. Configure Device Health Attestation. o. Configure UAC behavior. p. Configure Dynamic Lock. 				
5	<p>Configure advanced management tools.</p>				



	<ul style="list-style-type: none">a. Configure services.b. Configure Device Manager.c. Configure and use the MMC.d. Configure Task Scheduler.e. Configure automation of management tasks using Windows PowerShell.f. Convert Group Policy objects to MDM policies using the MDM Migration Analysis tool.				
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