



Use Computer Operating Systems and Hardware ICAICT201A



WATSONIA PUBLISHING

INFOCUS COURSEWARE

Curriculum Series ICT11

Order Code: INF912

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❖ General Description

This unit describes the performance outcomes, skills and knowledge required to select, configure and use computer operating systems and basic computer hardware.

❖ Learning Outcomes

At the completion of this course you should be able to:

- understand some of the wider implications of working with computers
- explain the various hardware components of the computer
- understand the role of software on the computer and the different types of software available for the computer
- gain an overview of **Windows 7** including windows and menus
- use the **Start** menu and **Taskbar** to open and manage programs
- use **Windows 7** to install, update and uninstall programs
- understand data storage and navigate your computer's drives, folders and files
- navigate the folder hierarchy and work with folders and files on the computer
- understand the purpose and function of libraries, and how to manage libraries
- work with the **Recycle Bin** to manage deleted items
- work with **Favourites** and shortcuts in **Windows Explorer**
- personalise your computer and the desktop
- work with desktop icons, including creating, selecting, arranging and deleting
- manage your printer and printing tasks in **Windows 7**
- optimise **Windows** and clean up your computer
- manage user accounts
- understanding the security and safety features of **Windows 7**
- back up and restore your files and the computer
- access the command line interface in **Windows**

❖ Target Audience

This unit applies to workers who require the information and communications technology (ICT) skills to select and install operating system software on to a specific hardware configuration. This includes configuring the operating system to work with a variety of hardware peripherals and types of ICT equipment.

❖ Prerequisites

Use Computer Operating Systems and Hardware ICAICT201A assumes little or no knowledge of the software. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

❖ Pages

208 pages

❖ Student Files

Many of the topics in **Use Computer Operating Systems and Hardware ICAICT201A** require you to open an existing file with data in it. These files can be downloaded free of charge from our web site at www.watsoniapublishing.com. Simply follow the student files link on the home page. You will need the product code for this course which is **INF912**.

❖ Includes

This *Unit Workbook* includes:

- ✓ Competency unit mapping
- ✓ Complete and comprehensive learning resources

❖ Formats Available

- ❖ A4 Black and White, A5 Black and White (quantity order only), A5 Full Colour (quantity order only), Electronic licence
- ❖ Available also as a *Reference Booklet* (Product Code: **RB - INF912**)

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Product Information



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