OPERATING SYSTEMS (DCA-102)

COURSE OUTLINE:

1. Introduction
2. Operating System Basic
3. Microsoft Windows 7
4. Basic Elements of Opening Screen of Windows
5. File Management in Windows
6. Windows Start Menu
7. Windows Shortcuts
8. Essentials Windows Accessories
9. Command Prompt and MS-DOS Commands

DETAILED SYLLABUS:
1. INTRODUCTION: (5 - Marks)

What is an Operating System, Main Functions of an Operating System.

2. OPERATING SYSTEM BASIC: (4 - Marks)

Types of Operating System

- Real-Time Operating system
- Single-Use/Multi-Tasking Operating System
- Multi-tasking/Multi-Tasking Operating System
- Operating System Base on Interfaces
- Command line interface – Graphical User Interface

• Running Programs (3 - Marks)
   - Sharing information
• Managing hardwares (4 - Marks)
   - Process interrupts
   - Working with devices driver
• Enhancing operating system with utility softwares (3 - Marks)
   - Backup utilities
   - Intrusion
   - Anti viruses
   - Screen saver
   - Firewall

3. MICROSOFT WINDOWS 7: (5 - Marks)
   An Overview of Different Versions of Windows,
   Main Features of Windows Operating System.

4. BASIC ELEMENTS OF OPENING SCREEN OF WIN 7: (5 - Marks)

The Desktop, Icons and their Types,

The Taskbar,

Elements of a Window.

5. FILE MANAGEMENT IN WINDOWS 7: (5 - Marks)

File,

Folder,

Folder Tree,

Selecting Files and Folders,

Creating Files and Folders,

Naming and Renaming Files and Folders.

6. WINDOWS START MENU: (5 - Marks)

All Programs,

My Recent Documents,

Control Panel,

Printers and Faxes,

Help and Support,

Search, Run,

Log Off,

Turn off Computer.

7. WINDOWS SHORTCUTS: (5 - Marks)

Creating a Shortcut,

Renaming a Shortcut,

Deleting a Shortcut.

8. ESSENTIALS WINDOWS ACCESSORIES: (5 - Marks)

System Tools,

Entertainment,

Calculator,

Notepad,

Paint,

WordPad.

9. COMMAND PROMPT AND MS-DOS COMMANDS: (5 - Marks)

Eg.: ACALC, APPEND, ASSIGN, ATTRIB, BACKUP and RESTORE, BASIC and BASICA, BREAK, CALL, CD and CHDIR, CHCP, CHKDSK, CHOICE, CLS, COMMAND, COMP, COPY, CTTY, DATE, DBLBOOT, DBLSPACE, DEBUG, DEFRAG, DEL and ERASE, DELTREE, DIR, DISKCOMP, DISKCOPY, DOSKEY, DOSSIZE, DRVSPACE, ECHO, EDIT, EDLIN, EMM386, ERASE, EXE2BIN, EXIT, EXPAND, FAKEMOUS, FASTHELP, FASTOPEN, FC, FDISK, FIND, FINDSTR, FOR, FORMAT, GOTO, GRAFTABL, GRAPHICS, HELP, IF, INTERSVR and INTERLNK, JOIN, KEYB, LABEL, LINK4, LOADFIX, LOADHIGH and LH, MD or MKDIR, MEM, MEMMAKER, MIRROR, MODE, MORE, MOVE, MSAV, MSBACKUP, MSCDEX, MSD, MSHERC, NLSFUNC, PATH, PAUSE, PING, POWER, PRINT, PRINTFIX, PROMPT, PS, QBASIC, RD or RMDIR, RECOVER, REM, REN, REPLACE, RESTORE, SCANDISK, SELECT, SET, SETUP, SETVER, SHARE, SHIFT, SIZER, SMARTDRV, SORT, SUBST, SYS, TELNET, TIME, , TITLE, TREE, TRUENAME, TYPE, UNDELETE, UNFORMAT, VER, VERIFY, VOL, VSAFE, XCOPY

PRACTICALS: (40 - Marks)

(Software : Windows 7)
   1. Basic MS-DOS Commands
   2. Windows 7 File and Folder Management
   3. Installation of devices driver
   4. Installation of utility softwares

TEXT BOOKS:

1. COMPUTER FUNDAMENTALS - First Edition 2003, Sixth Revised & Updated Edition 2011 - Pradeep K. Sinha & Priti Sinha, BPB Publications.
2. IT TOOLS AND BUSINESS SYSTEMS - First Edition 2010, Third Revised and Updated Edition 2012, Satish Jain, shashank Jain, Shashi Singh, and M. Geetha Lyer, BPB Publications.

SUGGESTED FURTHER READINGS:

1. Microsoft Windows 7 Training Guide – Satish Jain & Kratika, First Edition 2011. BPB Publications.
2. Computer ahead CBSE Class IX - Rajiv Mathur, Orient Black Swan.
3. Operating systems Internal and Design Principles – William Stallings, Pearson Prentice Hall.
4. Modern Operating System – Andrew s. tanenbaum, Second Edition, Prentice Hall of India.