

OPERATING SYSTEMS (CCA-102)

COURSE OUTLINE:

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

DETAILED SYLLABUS:

1. INTRODUCTION:

(5 - Marks)

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

2. MICROSOFT WINDOWS:

(5 - Marks)

An Overview of Different Versions of Windows, Main Features of Windows Operating System.

3. BASIC ELEMENTS OF OPENING SCREEN OF WINDOWS:

(5 - Marks)

The Desktop, Icons and their Types, The Taskbar, Elements of a Window.

4. FILE MANAGEMENT IN WINDOWS:

(5 - Marks)

File, Folder, Folder Tree, Selecting Files and Folders, Creating Files and Folders, Naming and Renaming Files and Folders.

5. 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.

6. WINDOWS SHORTCUTS:

(5 - Marks)

Creating a Shortcut, Renaming a Shortcut, Deleting a Shortcut.

7. ESSENTIALS WINDOWS ACCESSORIES:

(5 - Marks)

System Tools, Entertainment, Calculator, Notepad, Paint, WordPad.

8. COMMAND PROMPT AND MS-DOS COMMANDS:

(5 - Marks)

The DIR Command, MD, RD, REN, ATTRIB, TREE, PATH.

PRACTICALS:

(40 - Marks)

(Software : Windows XP)

1. Basic MS-DOS Commands
2. Windows XP File and Folder Management

TEXT BOOKS:

1. **ALAN SIMPSON'S WINDOWS XP BIBLE - SECOND EDITION, 2005, WILEY PUBLISHING, INC.**
2. **COMPUTER FUNDAMENTALS - First Edition 2003, Sixth Revised & Updated Edition 2011 - Pradeep K. Sinha & Priti Sinha, BPB Publications.**

3. IT TOOLS AND BUSINESS SYSTEMS – First Edition 2010, Third Revised and Updated Edition 2012. Satish Jain, Shshank Jain, Shshi Singh, and M. Geetha Lyer, BPB Publications.

SUGGESTED FURTHER READINGS:

1. **Windows XP Professional Complete** – First Indian Edition 2002, BPB Publications.
2. **Microsoft Windows 7 Training Guide** – Satish Jain & Kratika, First Edition 2011. BPB Publications.
3. **ComputersAhead CBSE Class IX**, Rajiv Mathur, Orient BlackSwan.
4. **Operating Systems : Internal and Design Principles** - William Stallings, Pearson Prentice Hall.
5. **Modern Operating Systems** – Andrew S. Tanenbaum, Second Edition, Prentice Hall of India.