

**NEW ZEALAND INSTITUTES OF TECHNOLOGY AND POLYTECHNIC  
QUALIFICATIONS IN INFORMATION & COMMUNICATIONS TECHNOLOGY**

**PRESCRIPTION: HS320 SOFTWARE**

AIM OF MODULE:	To introduce students to an overview of single user operating systems.
CREDITS:	5
STUDENT LEARNING HOURS:	50
CONTENT REVISED:	2010
PRESCRIPTION EXPIRY DATE:	November 2013

**Level and Assessment Schedule**

TOPICS	Highest Skill Level				Suggested Assessment Percentage
	R	C	A	P	
1 Basic Principles of Operating Systems & Application Software	*				30
2 File Management & Features			*		50
3 Data Management		*			20
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## LEARNING OUTCOMES

The student will:

- |   |   |   |
|---|---|---|
| R | 1 | Describe the basic concepts of a single user operating system and application software. |
| A | 2 | Perform basic tasks of a single-user operating system.                                  |
| C | 3 | Explain data management requirements.   |

## CONTENT

### 1 BASIC PRINCIPLES

- Describe the purpose of a computer operating system
- List the tasks performed by the operating system
- Briefly outline the hardware requirements of a typical single-user operating system
- Briefly describe the features of the operating system currently in use eg Windows XXX.
- Briefly describe the relationship between hardware, software, data and information
- Describe the main purposes of and differences between system and application software. Distinguish the difference when given examples.
- Describe various types of application software

### 2 FILE MANAGEMENT & FEATURES

- Using the operating system, perform common commands including:
  - Display and change the time
  - Display and change the date
  - Display the contents of the current directory
  - Format a new disk
  - Copy a whole disk
  - Copy, rename, delete, display and create folders/files
  - Perform backups
- Use a number of provided features. These may include:
  - Help
  - Paint
  - Editor
  - File searches
  - Desktop features (eg wallpaper, fonts, colours)

### 3 DATA MANAGEMENT

- Describe the advantages of security and backup to manage data
- Explain the use of security precautions, including physical access, passwords, file attributes, write protection
- Describe threats to file integrity (e.g. power-off during write, file deletion, viruses, incorrect file maintenance, sabotage)