

Palomar College ROP

Microsoft Windows

Occupational Knowledge and Skills

1

SOFTWARE SKILLS

- A Uses Start Menu and Windows dialog boxes
- B Launches programs and manipulates Windows
- C Demonstrates skill in using My Computer to view, copy, move and delete files on the hard disk and on a floppy disk
- D Applies fundamental skills in getting information on folders, programs and files using Windows Explorer
- E Applies fundamental skills to copy, move and delete files using Windows Explorer
- F Demonstrates the Find Program
- G Customizes the workspace using folders and Shortcuts
- H Appropriately uses the basic productivity accessories

2

ADVANCED SKILLS

- A Uses the Control Panel to change the Windows environment
- B Monitors systems properties and performance
- C Uses the Control Panel to add hardware and software
- D Monitors drive performance
- E Demonstrates backing up programs and data
- F Monitors general system performance

Workplace Skills and Behavior

1

WORK STATION OPERATION

- A Follows established safe procedures to use terminal, processor and printer.
- B Utilizes computer network, including the Internet.

2

STANDARDS OF PROFESSIONALISM

- A Consistently arrives on time, ready to work.
- B Participates in discussion and activities in a positive manner.
- C Demonstrates professionalism in appearance and behavior.
- D Prioritizes and organizes tasks to ensure timely and accurate completion.
- E Accesses and utilizes resources appropriately; written materials; Internet; technical support.
- F Understands and communicates the technical aspects and terminology of the Windows operating system.
- G Demonstrates the ability to work independently to complete tasks.
- H Functions as a team member, working cooperatively/collaboratively to complete projects.
- I Demonstrates an understanding of microcomputer applications within business/industry and can discuss individual skills mastered relative to those applications.
- J Respects diversity.

Job Acquisition Skills/Lifelong Learning Opportunities

1

- A Completes an appropriate resume and job application.
- B Models job interview techniques.
- C Attains awareness of advanced career and educational opportunities and the need for continuous education.