Experiential Learning Portfolio for 10154149 Windows Operating Systems

Student Contact Information:

Name: _____Student ID#: _____

Email: _____ Phone: _____

Directions

Consider your prior work, military, volunteer, education, training and/or other life experiences as they relate to each competency and its learning objectives. Courses with competencies that include speeches, oral presentations, or skill demonstrations may require scheduling face-to-face sessions. You can complete all of your work within this document using the same font, following the template format.

1. Complete the Student Contact Information at the top of this page.
2. Write an Introduction to the portfolio. Briefly introduce yourself to the reviewer summarizing your experiences related to this course and your future goals.
3. Complete each "Describe your learning and experience with this competency" section in the space below each competency and its criteria and learning objectives. Focus on the following:
   - What did you learn?
   - How did you learn through your experience?
   - How has that learning impacted your work and/or life?
4. Compile all required and any suggested artifacts (documents and other products that demonstrate learning).
   - Label artifacts as noted in the competency
   - Scan paper artifacts
   - Provide links to video artifacts
   - Attach all artifacts to the end of the portfolio
5. Write a conclusion for your portfolio. Briefly summarize how you have met the competencies.
6. Proofread. Overall appearance, organization, spelling, and grammar will be considered in the review of the portfolio.
7. Complete the Learning Source Table. Provide additional information on the business and industry, military, and/or volunteer experiences, training, and/or education or other prior learning you mentioned in your narrative for each competency on the Learning Source Table at the end of the portfolio. Complete this table as completely and accurately as possible.

The portfolio review process will begin when your completed portfolio and Credit for Prior Learning Form are submitted and nonrefundable processing fees are paid to your local Credit for Prior Learning contact. Contact Student Services for additional information.

Your portfolio will usually be evaluated within two weeks during the academic year; summer months may be an exception. You will receive an e-mail notification regarding the outcome of

the portfolio review from the Credit for Prior Learning contact. NOTE: Submission of a portfolio does not guarantee that credit will be awarded.

You have 6 weeks to appeal any academic decision. See your student handbook for the complete process to appeal.

To receive credit for this course, you must receive "Met" on 7 of the 8 competencies.

10154149 Windows Operating Systems, 3 Associate Degree Credits

Course Description: A review of the most common command line operations and study of more advanced commands necessary to configure a Windows operating system for a variety of environments. Topics to be studied include creating directories, batch files, menus, custom configurations, file management, multitasking, windowing, security, and disk management utilities. There will be an introduction to usage, configuration, and tools of the Windows operating system.

Introduction: Briefly introduce yourself to the reviewer summarizing your experiences related to this course and your future goals.

Competency 1: Examine common operating system features

Criteria: Performance will be satisfactory when:

- comparison is based on important features or attributes
- comparison includes the similarities between the items
- comparison includes the differences between the items
- comparison includes logical conclusions drawn from the comparison

Learning Objectives:

a. Describe features common to all operating systems
b. Describe the difference between an operating system and an application

Required Artifacts: None

Suggested Artifacts: Screenshots that provide insight into processes that are/were followed, screenshots of support tickets with descriptions of work you completed, documentation created by you related to the outcome, documentation that is used by you to complete tasks related to the outcome

Describe your learning and experience with this competency:

Met/ Not Met Evaluator Feedback:

Competency 2: Prepare a computer for installation of a Microsoft Windows operating system

Criteria: Performance will be satisfactory when:
- model is your own work (sign this criterion)
- model demonstrates the concept it is intended to show
- procedure is detailed
- procedure includes color and labels for clarification
- explanation includes a clear description of how the procedure demonstrates the topic and related concepts
- explanation points out where the procedure differs from a real installation

Learning Objectives:
a. Assess hardware compatibility with the operating system
b. Compare OS installation options
c. Plan OS installation

Required Artifacts: None
Suggested Artifacts: Screenshots that provide insight into processes that are/were followed, screenshots of support tickets with descriptions of work you completed, documentation created by you related to the outcome, documentation that is used by you to complete tasks related to the outcome

Describe your learning and experience with this competency:

Met/ Not Met Evaluator Feedback:

Competency 3: Install a Microsoft Windows operating system
Criteria: Performance will be satisfactory when:
- procedure demonstrates the concept it is intended to show
- procedure is detailed
- explanation includes a clear description of how the procedure demonstrates the topic and related concepts
- explanation includes examples of how the procedure simulates the real item
- explanation points out where the procedure differs from the real item

Learning Objectives:
a. Install Windows 2000 Professional locally
b. Distinguish between Network and Unattended install requirements

Required Artifacts: None
Suggested Artifacts: Screenshots that provide insight into processes that are/were followed, screenshots of support tickets with descriptions of work you completed, documentation created by you related to the outcome, documentation that is used by you to complete tasks related to the outcome

Describe your learning and experience with this competency:

Met/ Not Met Evaluator Feedback:

Competency 4: Customize a Microsoft Windows operating system
Criteria: Performance will be satisfactory when:
- you modify the Windows desktop environment to a predetermined set of minimums
- you create a roaming profile for a normal user
- you create a mandatory profile for a normal user

Learning Objectives:
a. 4.a.   Assign User permissions
b. 4.b.   Assign Group permissions
c. 4.c.   Change Desktop settings to allow Roaming Profiles
d. 4.d.   Explain security settings used on a Windows operating system

Required Artifacts: None
Suggested Artifacts: Screenshots that provide insight into processes that are/were followed, screenshots of support tickets with descriptions of work you completed, documentation created by you related to the outcome, documentation that is used by you to complete tasks related to the outcome

Describe your learning and experience with this competency:

Met/ Not Met Evaluator Feedback:

Competency 5: Perform Windows file system operations

Criteria: Performance will be satisfactory when:

- you create a directory structure with a minimum of four levels
- you MOVE and RENAME a directory including its subdirectories
- you COPY single and multiple files to a new location on the local hard drive
- you COPY single and multiple files to a network location

Learning Objectives:

a. Maximize hard drive capacity using NTFS and Quotas
b. Implement a filing system using Microsoft best practices
c. Limit access to folders using User and Group permissions
d. Modify folders to allow access from the network

Required Artifacts: None
Suggested Artifacts: Screenshots that provide insight into processes that are/were followed, screenshots of support tickets with descriptions of work you completed, documentation created by you related to the outcome, documentation that is used by you to complete tasks related to the outcome

Describe your learning and experience with this competency:

Met/ Not Met Evaluator Feedback:

Competency 6: Implement a backup strategy
Criteria: Performance will be satisfactory when:
- you design a backup plan capable of restoring the contents of the "My Documents" folder
- you perform your backup plan using test files and are able to restore all files

Learning Objectives:
a. Create a backup strategy to recover a damaged hard drive
b. Back up the Windows Registry

Required Artifacts: None
Suggested Artifacts: Screenshots that provide insight into processes that are/were followed, screenshots of support tickets with descriptions of work you completed, documentation created by you related to the outcome, documentation that is used by you to complete tasks related to the outcome

Describe your learning and experience with this competency:

Met/ Not Met Evaluator Feedback:

Competency 7: Utilize the command line
Criteria: Performance will be satisfactory when:
- you create a job aide listing common DOS commands
- you create a batch file to EDIT, MOVE, COPY, and DELETE basic text files

Learning Objectives:
a. Convert Windows commands for use with the Command Line Interface
b. Construct a job aide of common Windows command line commands
c. Format the local hard drive
d. Partition the local hard drive

Required Artifacts: None
Suggested Artifacts: Screenshots that provide insight into processes that are/were followed, screenshots of support tickets with descriptions of work you completed, documentation created by you related to the outcome, documentation that is used by you to complete tasks related to the outcome

Describe your learning and experience with this competency:

Met/ Not Met Evaluator Feedback:

Competency 8: Manage the Registry

Criteria: Performance will be satisfactory when:
- you search the Internet for common Registry edits that increase local security
- you edit the Registry using the recommended procedure
- you verify the Registry changes have worked

Learning Objectives:
a. Choose a Registry edit that increases security
b. Document your Registry edit procedure so a typical User could perform the edit
c. Restore the OS Registry

Required Artifacts: None

Suggested Artifacts: Screenshots that provide insight into processes that are/were followed, screenshots of support tickets with descriptions of work you completed, documentation created by you related to the outcome, documentation that is used by you to complete tasks related to the outcome

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Describe your learning and experience with this competency:

Met/ Not Met Evaluator Feedback:

Conclusion: Summarize how you have met the competencies of the course.

Learning Source Table

Learning Source (name of employer, training, military, volunteer organization, etc.)	Supervisor	Start-End Date	Total Hours	Related Competencies
Ex: XYZ Corporation	Bucky Badger	8/2012-9/2014	2000	#1, 2, 3, and 7