Systems and Principles Unit Syllabus



Level 2 Install, configure and test ICT Networks 7540-235

www.cityandguilds.com September 2011 Version 1.0



About City & Guilds

City & Guilds is the UK's leading provider of vocational qualifications, offering over 500 awards across a wide range of industries, and progressing from entry level to the highest levels of professional achievement. With over 8500 centres in 100 countries, City & Guilds is recognised by employers worldwide for providing qualifications that offer proof of the skills they need to get the job done.

City & Guilds Group

The City & Guilds Group includes City & Guilds, ILM (the Institute of Leadership & Management) which provides management qualifications, learning materials and membership services, NPTC which offers land-based qualifications and membership services, and HAB (the Hospitality Awarding Body). City & Guilds also manages the Engineering Council Examinations on behalf of the Engineering Council.

Equal opportunities

City & Guilds fully supports the principle of equal opportunities and we are committed to satisfying this principle in all our activities and published material. A copy of our equal opportunities policy statement *Access to assessment and qualifications* is available on the City & Guilds website.

Copyright

The content of this document is, unless otherwise indicated, © The City and Guilds of London Institute 2010 and may not be copied, reproduced or distributed without prior written consent.

However, approved City & Guilds centres and learners studying for City & Guilds qualifications may photocopy this document free of charge and/or include a locked PDF version of it on centre intranets on the following conditions:

- centre staff may copy the material only for the purpose of teaching learners working towards a City & Guilds qualification, or for internal administration purposes
- learners may copy the material only for their own use when working towards a City & Guilds qualification
- the Standard Copying Conditions on the City & Guilds website.

Please note: National Occupational Standards are not © The City and Guilds of London Institute. Please check the conditions upon which they may be copied with the relevant Sector Skills Council.

Publications

City & Guilds publications are available on the City & Guilds website or from our Publications Sales department at the address below or by telephoning +44 (0)20 7294 2850 or faxing +44 (0)20 7294 3387.

Every effort has been made to ensure that the information contained in this publication is true and correct at the time of going to press. However, City & Guilds' products and services are subject to continuous development and improvement and the right is reserved to change products and services from time to time. City & Guilds cannot accept liability for loss or damage arising from the use of information in this publication.

City & Guilds
1 Giltspur Street
London EC1A 9DD
T +44 (0)844 543 0000 (Centres)

+44 (0)844 543 0000 (Centres)

F +44 (0)20 7294 2400

www.cityandguilds.com centresupport@cityandguilds.com

Contents

Unit 235 Install, configure and test ICT Networks

| Syllabus Overview | | |
|-------------------|---|---|
| Outcome 1 | Explain the functions of an operating system | 3 |
| Outcome 2 | Describe multiprogramming/multitasking systems concepts | 4 |
| Outcome 3 | Describe file management concepts | 5 |
| Outcome 4 | Describe the software development environment | 6 |
| Outcome 5 | Create automated procedures | 7 |
| Unit record sheet | | 8 |

1

Unit 235 Install, configure and test ICT Networks

Syllabus Overview

Unit accreditation number H/501/3990

Credit value 9

Rationale

The aim of this unit is to enable candidates to install, configure and test ICT networks to identify terminology, configure and test software and resolve any problems with the installed software as well as being able to uninstall it.

Learning outcomes

There are **five** outcomes to this unit. The candidate will be able to:

- Identify network concepts and terminology
- Configure installed software
- Test and install software and resolve problems
- Operate installed software
- Uninstall standard application software

Guided learning hours

It is recommended that **75** hours should be allocated for this unit. This may be on a full time or part time basis.

Connections with other qualifications

This unit contributes towards the knowledge and understanding required for the Level 2 Diploma in ICT Professional Competence

Assessment and grading

Assessment will be by means of a **set assignment** covering practical activities and underpinning knowledge.

Outcome 1 Identify network concepts and terminology

Underpinning knowledge

- 1 check availability of resources recommended in software installation instructions
- 2 perform data back up prior to carrying out a new installation
- 3 virus check installation software
- 4 install software according to manufacturer's instructions and given installation plan
- 5 check that the system functions after installation of software
- 6 complete registration documentation and/or installation records
- 7 report any problems encountered

Outcome 2 Configure installed software

Underpinning knowledge

- 1 state that multiprogramming/multitasking is a term used to describe the technique of having more than one program in the computer's memory at the same time
- 2 configure to restore default settings
- 3 add and remove components of installed software
- 4 upgrade existing software by
 - a downloading from the Internet/LAN
 - b using upgrade supplied on disk

Outcome 3 Test and install software and resolve problems

Underpinning knowledge

- 1 prepare a software test plan, including
 - a system being used
 - b tests/monitoring to be undertaken
 - c diagnostics to be used
 - d expected results
 - e recording of results
- 2 test software following installation
- 3 test software in response to a reported problem
- 4 use simple initial corrective actions to resolve problems
- 5 use utility software, including
 - a system monitor, file checker etc, supplied with operating system
 - b a proprietary utilities package
- 6 repair damaged software by reinstalling software components
- 7 report outcome of repair procedures and provide a testing report

Outcome 4 Operate installed software

Underpinning knowledge

- 1 open different software applications on a workstation
- 2 open individual files within software applications
- 3 enter data into a file
- 4 save a file to a default location using both the same and different file names
- 5 print test data from software applications
- 6 close files and shut down software applications
- 7 adjust basic settings of software to suit individual needs

Outcome 5 Uninstall standard application software

Practical skills

- 1 interpret a problem specification
- 2 record registration details of software to be uninstalled
- 3 carry out any required back up of data before software is uninstalled
- 4 uninstall software
- 5 check the integrity of a system after the removal of software
- 6 complete software records

Unit record sheet

Use this form to track your progress through this unit.

Tick the boxes when you have covered each outcome. When they are all ticked, you are ready to be assessed.

| Outcome | | | | Date |
|---|--|---------------------------|---------------|------|
| 1 | 1 Identify network concepts and terminology | | | |
| 2 | Configure installed | software | | |
| 3 | Test and install soft | ware and resolve problems | | |
| 4 Operate installed software | | | | |
| 5 Uninstall standard application software | | | | |
| Cit | ndidate Signature y & Guilds gistration Number | | Date | |
| Quality nominee (if sampled) | | | Date | |
| As | sessor Signature | | Date | |
| | ternal Verifier gnature (if sampled) | | Date | |
| Се | ntre Name | | Centre Number | |

Published by City & Guilds
1 Giltspur Street
London
EC1A 9DD
T +44 (0)844 543 0000 (Centres)
+44 (0)844 543 0033 (Learners)
F +44 (0)20 7294 2400
www.cityandguilds.com

City & Guilds is a registered charity established to promote education and training