

## INSTALL COMPUTER SOFTWARE

**UNIT CODE: ICT/OS/IT/CR/02/5/B**

### UNIT DESCRIPTION

This unit covers the competencies required to perform computer software installation work. Installation activities includes identification of the software to be installed, actual installation of the software, applying computer application software in solving tasks, software functionality testing and user training.

### ELEMENTS AND PERFORMANCE CRITERIA

ELEMENT	PERFORMANCE CRITERIA
These describe the key outcomes which make up workplace function.	These are assessable statements which specify the required level of performance for each of the elements. <i><b>Bold and italicized terms are elaborated in the Range.</b></i>
1. Identify software to be installed	1.1 Concepts of ICT are determined in accordance with computer equipment 1.2 <b>Software</b> is classified according to the functionality, resource requirement and use. 1.3 Selection of software to be installed is identified based on usage and system requirements 1.4 <b>Acquisition methods</b> of the selected software are established.
2. Install the software	2.1 <b>Software specifications</b> and computer resource requirements are identified 2.2 Source of software installation files is determined 2.3 Existing data is backed up 2.4 User vendor agreements are identified 2.5 Software installation is done as per the installation manual provided.
3. Software Configuration Management	3.1 Software configuration management components are identified. 3.2 Importance and reasons for software configuration management are identified
4. Apply computer application software in solving tasks	4.1 <b>Word documents are prepared</b> as per job requirements 4.2 <b>Presentation slides are prepared</b> in accordance to workplace procedures

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	<p>4.3 <b>Worksheets and workbooks are prepared</b> as per job requirements</p> <p>4.4 Office internet functions are defined and executed in accordance with office procedure.</p> <p>4.5 <b>Desktop publications</b> are created in official assignments.</p> <p>4.6 Electronic mail addresses are opened and applied in workplace communication in accordance with office policy</p>
5. Test software functionality	<p>5.1 Software Techniques are identified</p> <p>5.2 Software test is performed</p> <p>5.3 Software functionality is determined according to the test performed</p> <p>5.4 Test report is generated</p>
6. Perform User training	<p>6.1 Determine user skill set</p> <p>6.2 User training is conducted according to system functionality</p>

## RANGE

Variable	Range <i>May include but is not limited to:</i>
1. Software include but not limited to;	<ul style="list-style-type: none"> <li>• System Software <ul style="list-style-type: none"> <li>○ Desktop Operating system</li> <li>○ Server Operating system</li> <li>○ Application software <ul style="list-style-type: none"> <li>• Office suites</li> <li>• Online collaboration software (e.g., zoom, Microsoft teams)</li> <li>• Database management system (DBMs)</li> <li>• Video and Audio editing software</li> </ul> </li> <li>○ Utility software <ul style="list-style-type: none"> <li>• Antivirus and security software</li> <li>• Web browsers</li> </ul> </li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ Back up utilities</li> </ul>
2. Software acquisition methods	<ul style="list-style-type: none"> <li>● In – house developed</li> <li>● Tailor made</li> <li>● Outsourced/Off-the-shelf</li> </ul>
3. Word documents preparation may include but not limited to:	<ul style="list-style-type: none"> <li>● Creation</li> <li>● Editing</li> <li>● Formatting</li> <li>● Mail merging</li> <li>● Printing</li> </ul>
4. Slides preparation may include but not limited to:	<ul style="list-style-type: none"> <li>● Creation</li> <li>● Editing</li> <li>● Formatting</li> <li>● Printing</li> </ul>
5. Worksheets and workbooks preparation may include but not limited to:	<ul style="list-style-type: none"> <li>● Creation</li> <li>● Data entry</li> <li>● Basic formulae and functions</li> <li>● Formatting</li> <li>● Data sorting and filtering</li> <li>● Printing</li> </ul>
6. <b>Desktop publications creation</b> may include but not limited to:	<ul style="list-style-type: none"> <li>● Cards</li> <li>● Brochures</li> <li>● Posters</li> <li>● Flyers</li> <li>● Magazines</li> <li>● Calendars</li> <li>● Printing</li> </ul>
7. Software specifications	<ul style="list-style-type: none"> <li>● Detailed description of a software system to be installed with its functional and non-functional requirements.</li> </ul> <p>Usually has the following characteristics:</p> <ul style="list-style-type: none"> <li>○ Complete.</li> <li>○ Consistent.</li> <li>○ Feasible.</li> <li>● Modifiable.</li> <li>● Unambiguous.</li> <li>● Testable</li> </ul>
8. Software parameters	<ul style="list-style-type: none"> <li>● Characteristic that can help in <i>defining</i> or classifying a software.</li> </ul>

## **REQUIRED KNOWLEDGE AND UNDERSTANDING**

- Different types of Software
- System requirements for software Installation
- Software Acquisition Methods
- Types of software Testing
- Software parameter setting techniques
- Software Installation procedures
- Classification of computer software
- Word processing
- Spread sheets
- Presentation Packages
- Desktop publishing
- Office internet

## **FOUNDATION SKILLS**

The individual needs to demonstrate the following foundation skills:

- Communications (verbal and written);
- Time management;
- Problem solving;
- Decision making;
- Planning;
- First aid;
- Report writing;
- Creativity

## EVIDENCE GUIDE

This provides advice on assessment and must be read in conjunction with the performance criteria, required knowledge and understanding and range.

1. Critical Aspects of Competency	Assessment requires evidence that the candidate: 1.1 Classified and selected software to be installed according to the functionality, resource requirement and usage 1.2 Identified computer requirements based on Software specifications for Installation 1.3 Determined the Source of software to be installed 1.4 Performed Software configuration and Installation 1.5 performed Software testing
2. Resource Implications	2.1 Resources the same as that of workplace are advised to be applied. 2.2 Including Device drivers, operating system, utilities
3. Methods of Assessment	Competency may be assessed through: 3.1 Observation with the help of check list 3.2 Practical demonstration 3.3 Oral Questioning
4. Context of Assessment	4.1 Competency may be assessed individually in the actual workplace or a simulated work place setting
5. Guidance information for assessment	5.1 Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended.