

Provide basic system administration

ICAS3024B



Ref No: DDICAS24B

Elements of Competency

Record security access

- 1.1 Obtain **client** access requirements and clearance levels according to **organisational requirements**
- 1.2 Issue computer or network user account and password details to **client**
- 1.3 Provide security documentation and access to **client**
- 1.4 Record user account and security access details to maintain system integrity and assist later auditing

Record software licences

- 2.1 Determine what licensed **software** is used within the organisation
- 2.2 Maintain **records** of licence number and location
- 2.3 Check personal computers and network for illegal **software**
- 2.4 Report illegal **software** to **appropriate person**

Carry out system back-up

- 3.1 Create or review **organisational** back-up schedule
- 3.2 Complete file back-ups according to the schedule
- 3.3 Label and store back-ups according to **organisational requirements**
- 3.4 Maintain **records** of back-ups

Restore system back-up

- 4.1 Determine and test restore procedures according to **organisational guidelines**
- 4.2 Complete a restore under supervision of an **appropriate person**
- 4.3 Record completed restore according to **organisational guidelines**

Apply security access controls

- 5.1 Document security access as per clearance guidelines set by management
- 5.2 Maintain a security access register in line with **organisational guidelines** to record which **client** or groups have access to which resources
- 5.3 Identify the security controls on the file system provided by the **operating system**
- 5.4 Apply effective access control on files and directories

Number of Pages

87

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Audience	This manual is aimed at people who are studying the Certificate III in Information & Communications Technology ICA30105. It covers the core unit of ICAS3024B Provide basic system administration. This manual is a learning resource and is not an assessment tool. An Assessment Tool & Marking Guide is available for this manual separately.
Prerequisites & Corequisites	Nil
Course Length	In a training environment this manual is suitable for approximately 20 hours.
Course Structure	The course contains instructor lead exercises as well as examples completed at the students' own pace.

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System Administration

Network Permissions

File Permissions

User Groups and Accounts

User Group Outlines

Share Drives

Share Folders

Determining Client Accesses

User Access Accounts

Windows Vista

Windows XP

Passwords

Security Documentation

User Access Records

Software Licences

Software Analysis

Software Audit

Audit Results

Resolutions

System Back-up

Backup Policy

Backup Frequency

Media

Storage

Integrity Checks

File System Checks

Free System

Major System Changes

Documentation

Backup Creation

Restoring Damaged Files from Backup

System Rollback

System Restore