

Marking Guide



ICAICT201A – Use Computer Operating Systems and Hardware

The Trainee should have completed the **ICAICT201A** Manual “Use Computer Operating System (Windows 7)” – Manual Order code: DDICT201.

This guide provides answers to the Assessment Tool questions and provides a matrix mapping the questions to an element within each competency.

Ensure the following is completed when conducting the assessment:

- Remember that there must be at least two pieces of evidence for each unit, these will consist of two from the following areas:
 - ◆ User’s Guide
 - ◆ Assessment Questions in Part A
 - ◆ Assessment Evidence in Part B
 - ◆ 3rd Party Verification in Part C
- Check the Trainee has signed any pieces of evidence. Check the evidence meets the criteria. Attach the evidence to the Assessment Tool
- “Tick off” each component in the Assessment Tool Matrix (Part C) as you assess
- All parties sign and date the Assessment Tool
- Provide written comments in the Assessment Tool if necessary. This is particularly important for valued feedback on performance

SAMPLE

Portfolio**NB: All process answers are outlined utilising Windows 7.**

Assessment Task 1	Unit	Element	Perf. Criteria
<p>List and describe three requirements/uses of the computer systems within your workplace</p> <p><i>Answers should be relevant to the workplace of the assessee and can include (but not limited to):</i></p> <ul style="list-style-type: none"> • <i>Data processing.</i> • <i>Manufacturing.</i> • <i>Sales.</i> • <i>Accounts and Finance.</i> • <i>Work Processing.</i> • <i>Spreadsheets.</i> • <i>Web design and desktop publishing.</i> • <i>Staff rostering and management.</i> 	ICAICT201A	01	1.1
Assessment Task 2	Unit	Element	Perf. Criteria
<p>Refer back to your answers to Question 1. and describe the occurrences that may occur that may require these computer systems (software or hardware) to be updated?</p> <p><i>Answers should be relevant to the workplace of the assessee and can include (but not limited to):</i></p> <ul style="list-style-type: none"> • <i>Failure of aged equipment.</i> • <i>Increased specification requirements of new software.</i> • <i>New users.</i> • <i>Changes to business processes.</i> • <i>Changes to industry practice.</i> • <i>Manufacturing changes.</i> • <i>Legislation changes.</i> • <i>Availability of enhanced technologies.</i> • <i>OH&S legislations and requirements.</i> 	ICAICT201A	01	1.1
Assessment Task 3	Unit	Element	Perf. Criteria
<p>Explain the importance of the computer operating system and list three of its functions?</p> <p><i>Answer as per user guide for ICAICT201A – Pages 8 – 11 – Operating Systems</i></p>	ICAICT201A	01 02	1.2 2.6

Assessment Task 4	Unit	Element	Perf. Criteria
<p>List and explain three areas that would require investigation before you were able to choose an operating system to be utilised within your workplace.</p> <p><i>Answers should be relevant to the workplace of the assessee and as per user guide for ICAICT201A – Pages 40 – 48 – Choosing the Right System</i></p>	ICAICT201A	01 02	1.2 2.7
Assessment Task 5	Unit	Element	Perf. Criteria
<p>List at least four external hardware components/peripherals attached to computers within your workplace and explain their functions.</p> <p><i>Hardware components listed should be relevant to the workplace of the assessee and as per (but not limited to) user guide for ICAICT201A – Pages 13-17 – External Hardware Pages 30 – 16 – Hardware Peripherals</i></p>	ICAICT201A	01	1.3
Assessment Task 6	Unit	Element	Perf. Criteria
<p>List at least four internal hardware components located within computers within your workplace and explain their Functions.</p> <p><i>Hardware components listed should be relevant to the workplace of the assessee and as per (but not limited to) user guide for ICAICT201A – Pages 13-17 – Internal Hardware</i></p>	ICAICT201A	01	1.4
Assessment Task 7	Unit	Element	Perf. Criteria
<p>List the steps required to be undertaken to install a computer operating system such as Windows 7.</p> <p><i>Answer as per user guide for ICAICT201A – Pages 49 – 57 – Operating System Installation</i></p>	ICAICT201A	02	2.1
Assessment Task 8	Unit	Element	Perf. Criteria
<p>Briefly explain the steps that a standard windows PC goes through as it boots up.</p> <p><i>Answer as per user guide for ICAICT201A – Pages 57 - 58 – Configuration</i></p>	ICAICT201A	02	2.2

Assessment Task 9	Unit	Element	Perf. Criteria
<p>List and describe at least 5 ways that a computer operating system can be customised to suit the requirements of your workplace?</p> <p><i>Customisation processes listed should be relevant to the workplace of the assessee and as per (but not limited to) user guide for ICAICT201A – Pages 49 – 57 – Operating System Installation Pages 81 – 105 – The Control Panel</i></p>	ICAICT201A	02 03	2.1, 2.4 3.1, 3.2
Assessment Task 10	Unit	Element	Perf. Criteria
<p>Explain the steps required to configure power management settings in Windows 7.</p> <p><i>Answer as per user guide for ICAICT201A – Page 82 – Power Settings</i></p>	ICAICT201A	02	2.3
Assessment Task 11	Unit	Element	Perf. Criteria
<p>List the steps required to perform the following: Install application software (word processing, spreadsheets etc.): Uninstall application software: Upgrade application software:</p> <p><i>Answer as per user guide for ICAICT201A – Pages 68 - 80 – Application Software</i></p>	ICAICT201A	02	2.5
Assessment Task 12	Unit	Element	Perf. Criteria
<p>List three ways that application software could be opened within your operating system:</p> <p><i>Answer as per user guide for ICAICT201A – Pages 74 - 76 – Running Application Software Pages 102 – 105 - Command Line Techniques</i></p>	ICAICT201A	02 03	2.4 3.3
Assessment Task 13	Unit	Element	Perf. Criteria
<p>List four changes that can be made to the desktop to suit the requirements of the user. Explain the steps required to undertake each change.</p> <p><i>Customisation processes listed should be relevant to the workplace of the assessee and as per (but not limited to) user guide for ICAICT201A - Pages 81 – 105 – The Control Panel</i></p>	ICAICT201A	02 03	2.1, 2.4 3.1, 3.2

<i>Assessment Task 14</i>	<i>Unit</i>	<i>Element</i>	<i>Perf. Criteria</i>
<p>List the command line codes that could be utilised to run the following: Check Disk: Disk Defrag: Help and Support Centre: Task list:</p> <p><i>Answer as per user guide for ICAICT201A – Pages 102 – 105 - Command Line Techniques</i></p>	ICAICT201A	03	3.3
<i>Assessment Task 15</i>	<i>Unit</i>	<i>Element</i>	<i>Perf. Criteria</i>
<p>Explain the process required to install and configure a new keyboard and mouse.</p> <p><i>Answer as per user guide for ICAICT201A – Pages 58 - 67 – Installing Hardware Pages 97 – 101 – Mouse settings</i></p>	ICAICT201A	03	3.4
<i>Assessment Task 16</i>	<i>Unit</i>	<i>Element</i>	<i>Perf. Criteria</i>
<p>When adding new hardware such as a digital camera, what is the reason for the loading of valid, up to date drivers?</p> <p><i>Answer as per user guide for ICAICT201A – Pages 57 – 58 - Configuration Pages 58 - 67 – Installing Hardware</i></p>	ICAICT201A	03	3.4, 3.5
<i>Assessment Task 17</i>	<i>Unit</i>	<i>Element</i>	<i>Perf. Criteria</i>
<p>What could be the ramifications if a valid, up to date driver is not available?</p> <p><i>Installed hardware may not function as required.</i></p>	ICAICT201A	03	3.5
<i>Assessment Task 18</i>	<i>Unit</i>	<i>Element</i>	<i>Perf. Criteria</i>
<p>Explain the importance and functionality of Anti-virus software.</p> <p><i>Answer as per user guide for ICAICT201A – Pages 106 - 115 – Virus Protection</i></p>	ICAICT201A	03	3.1

PART B: Practical Exercise/Evidence

Assessment Task B	Unit	Element	Perf. Criteria
<p>Exercise 1</p> <p>a. In the presence of your supervisor/assessor, complete the following tasks (record all steps undertaken and add to captured screen dumps as evidence):</p> <ol style="list-style-type: none"> i. Change the desktop wallpaper, screen saver and picture resolution. ii. Install an application software program (such as Microsoft Word) onto the operating system of your PC. iii. Locate and install any upgrades available on the installation CD or from the manufacturer's website. iv. Add a shortcut to the desktop to allow quick access to the software program. v. Use the desktop shortcut to open the newly installed program. vi. Uninstall the software application and if necessary, remove the program shortcut from the desktop. vii. Add a new mouse or keyboard to your operating system and configure to ensure functionality. 	ICAICT201 A	01 02 03 04	All All 3.2 4.1
<p>Exercise 2</p> <ol style="list-style-type: none"> a. Install a new hardware device such as a digital camera to your PC including drivers and specified software. b. Perform any configuration changes that may be required to the software (record these changes as evidence). c. Demonstrate to your assessor/supervisor the usage and functionality of the hardware device and software. d. Add a shortcut to your desktop to allow simple access to the software. e. If necessary, remove hardware and uninstall software from your operating system. 	ICAICT201 A	02 03 04	All 3.1, 3.2 All

Assessment Task B	Unit	Element	Perf. Criteria
<p>Exercise 3</p> <ul style="list-style-type: none"> a. On your computer operating system, perform the following functions utilising operating system commands (record steps undertaken as evidence). <ul style="list-style-type: none"> i. Run the disk cleanup function ii. Access Windows Security Centre and record firewall, Automatic Update and Virus protection status. b. Run the following commands using the command line commands: <ul style="list-style-type: none"> i. Check Disk ii. Disk Defrag <p><i>All functions to be completed as per manual for ICAICT201A</i></p> <p><i>Ensure that all printed copies are obtained for all completed exercises.</i></p>	ICAICT201 A	03	3.1, 3.3

data discovery

SAMPLE

Assessment Tool



ICAICT201A – Use Computer Operating Systems and Hardware (Win 7)

Name of Trainee: Date:

Elements:

- ICAICT201A 01 Identify operating system and hardware components
- 02 Us Install and configure operating system and application software with hardware components
- 03 Optimise operating system and hardware components

Part A: WRITTEN (QUESTION AND ANSWER)

1. List and describe three requirements/uses of the computer systems within your workplace?

1. _____

2. _____

3. _____

SAMPLE

- 2. Refer back to your answers to Question 1. and describe the occurrences that may occur that may require these computer systems (software or hardware) to be updated?

1.

2.

3.

- 3. Explain the importance of the computer operating system and list three of its functions?

Importance

1.

2.

3.

4. List and explain three areas that would require investigation before you were able to choose an operating system to be utilised within your workplace.

1.

2.

3.

5. List at least four external hardware components/peripherals attached to computers within your workplace and explain their functions.

1.

Function

2

Function

3.

Function

4.

Function

6. List at least four internal hardware components located within computers within your workplace and explain their functions.

1.

Function

2

Function

3.

Function

4.

Function

7. List the steps required to be undertaken to install a computer operating system such as Windows 7.

8. Briefly explain the steps that a standard windows PC goes through as it boots up.

9. List and describe at least 5 ways that a computer operating system can be customised to suit the requirements of your workplace?

1.

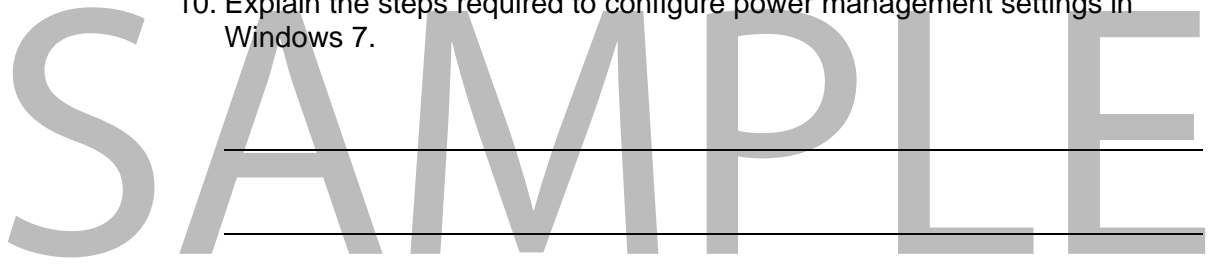
2.

3.

4.

5.

10. Explain the steps required to configure power management settings in Windows 7.



11. List the steps required to perform the following:

Install application software (word processing, spreadsheeting etc.):

Uninstall application software:

Upgrade application software:

12. List three ways that application software could be opened within your operating system:

1.

2.

3.

13. List four changes that can be made to the desktop to suit the requirements of the user. Explain the steps required to undertake each change.

1.

2.

3.

4.

14. List the command line codes that could be utilised to run the following:

Check Disk:

Disk Defrag:

Help and Support Centre:

Task list:

15. Explain the process required to install and configure a new keyboard and mouse.

16. When adding new hardware such as a digital camera, what is the reason for the loading of valid, up to date drivers?

data

discovery

17. What could be the ramifications if a valid, up to date driver is not available?

SAMPLE

18. Explain the importance and functionality of Anti-virus software.

Importance

Functionality

Part B: Practical Exercise/Evidence

In the presence of your supervisor/assessor, complete the following exercises on your personal computer.

If assessment is to be performed on a network PC, ensure that permission is sought from the IT department or your manager if required. Ensure that any configuration changes are not going to affect the IT environment of your company or other staff members.

Obtain screen dumps of all changes to add to your evidence if possible.

Exercise 1

- a. In the presence of your supervisor/assessor, complete the following tasks (record all steps undertaken and add to captured screen dumps as evidence):
 - i. Change the desktop wallpaper, screen saver and picture resolution.
 - ii. Install an application software program (such as Microsoft Word) onto the operating system of your PC.
 - iii. Locate and install any upgrades available on the installation CD or from the manufacturer's website.
 - iv. Add a shortcut to the desktop to allow quick access to the software program.
 - v. Use the desktop shortcut to open the newly installed program.
 - vi. Uninstall the software application and if necessary, remove the program shortcut from the desktop.
 - vii. Add a new mouse or keyboard to your operating system and configure to ensure functionality.

Evidence Reference #: _____

Supervisor Observation: _____

Exercise 2

- a. Install a new hardware device such as a digital camera to your PC including drivers and specified software.
- b. Perform any configuration changes that may be required to the software (record these changes as evidence).
- c. Demonstrate to your assessor/supervisor the usage and functionality of the hardware device and software.
- d. Add a shortcut to your desktop to allow simple access to the software.
- e. If necessary, remove hardware and uninstall software from your operating system.

Evidence reference #1: _____

Evidence reference #2: _____

Supervisor Observation: _____

Exercise 3

- a. On your computer operating system, perform the following functions utilising operating system commands (record steps undertaken as evidence).
 - i. Run the disk cleanup function
 - ii. Access Windows Security Centre and record firewall, Automatic Update and Virus protection status.
- b. Run the following commands using the command line commands:
 - i. Check Disk
 - ii. Disk Defrag

Evidence reference #: _____

Supervisor Observation: _____

Part C: Observation Checklist

Element	Did the trainee demonstrate skill and knowledge in...	Observed	Give details if Not Yet Competent
Identify operating system and hardware components	1.1 Determine ICT organisational requirements and specifications 1.2 Identify and select operating system 1.3 Identify appropriate external hardware components 1.4 Identify internal hardware		
Install and configure operating system and application software with hardware components	2.1 Install and configure operating system to meet organisational requirements 2.2 Identify the functions associated with the operating system and associated boot process 2.3 Configure power-management settings to minimise power consumption as an environmentally sustainable measure 2.4 Use both the graphical user interface and the command line interface to perform basic tasks 2.5 Install or upgrade application software onto the operating system and hardware configuration 2.6 Determine the relationship between an application program, the operating system and hardware 2.7 Identify general differences between the different computer platforms and their respective operating systems		
Optimise operating system and hardware components	3.1 Optimise operating system using included tools or third-party utilities 3.2 Customise the graphical user interface 3.3 Use techniques unique to the command line interface 3.4 Set up and configure external hardware components and check functionality 3.5 Install drivers as appropriate and check functionality		