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| http://www.cooperstc.com/index_htm_files/25897.png | **Enderoth School**  Cambridge TEC (Certificate/Diploma) in IT  **Unit 03 – Computer Systems** | Student Name:­­­­ **Grade Awarded by:**  **Date Awarded: \_\_\_\_\_\_\_\_\_\_** Grade: PASS/MERIT/DISTINCTION |

##### Unit 03 - Assignment Checklist - DD-MM-2014

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| **TASKS & LEVEL** | **ACTIVITIES** | | | | | | | | | | | | | | | | | | | | | | | **STUDENT** | | **STAFF** |
| **LO1 - Understand the Components of Computer Systems** | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **P1.1 – Task 01** | Introduce the principles, concepts and purpose of Computer Systems. | | | | | | | | | | | | | | | | | | | | | | |  |  | |
| **P1.2 – Task 02** | Create a User Guide that explains the forms, function and varieties of computer hardware components | | | | | | | | | | | | | | | | | | | | | | |  |  | |
| **Motherboards** | | **CPU’s** | | | **BIOS** | | **Hard Drives** | | **Ports** | | | **Memory** | | | | **Graphics** | | | | **Sound** | | **Network** |
| **P1.3 – Task 03** | Create a User Guide that explains the forms, function and varieties of output components. | | | | | | | | | | | | | | | | | | | | | | |  |  | |
| **Monitor** | | | | **Printer** | | | | | | | **Plotter** | | | | | | **Speaker** | | | | | |
| **P1.4 – Task 04** | Create a User Guide that explains the forms, function and varieties of input devices. | | | | | | | | | | | | | | | | | | | | | | |  |  | |
| **Cameras** | | | | **Scanners** | | | | | | | **WebCam** | | | | | | **Microphone** | | | | | |
| **P1.5 – Task 05** | Create a User Guide that explains the forms, function and varieties of cabling for a System Setup. | | | | | | | | | | | | | | | | | | | | | | |  |  | |
| **Coaxial** | | | | **Twisted Pair** | | | | | | | **BNC** | | | | | | **RJ45** | | | | | |
| **Cat-5e and 6** | | | | **UPT** | | | | | | | **Fibre Optic** | | | | | | **Wireless** | | | | | |
| **M1.1 – Task 06** | Create a User Guide that explains the forms, function and varieties of different Backup Storage options for a System Setup including suitability for different systems and costs. | | | | | | | | | | | | | | | | | | | | | | |  |  | |
| **Disks** | **Pen drives and Memory cards** | | | | | | | **Portable and fixed drives** | | | | | | | **Optical media** | | | | | | **Offsite data storage** | |
| **M1.2 – Task 07** | Using the table, compare the different backing storages available and outline the positive and negative aspects of each. | | | | | | | | | | | | | | | | | | | | | | |  |  | |
| **P2.1 – Task 08** | Explain the purpose and outline the functions of operating systems with examples. | | | | | | | | | | | | | | | | | | | | | | |  |  | |
| **P2.2 – Task 09** | Compares different types of operating systems and the purpose of their different features. | | | | | | | | | | | | | | | | | | | | | | |  |  | |
| **Windows** | | | | | | | **MacOS** | | | | | | | | | **Linux** | | | | | | |
| **P2.3 – Task 10** | Explain the purpose and outline the functions of operating systems when it comes to File Management, Security, System Management and Device Drivers with examples. | | | | | | | | | | | | | | | | | | | | | | |  |  | |
| **File Management** | | | | **Security** | | | | | | | **System Management** | | | | | | **Device Drivers** | | | | | |
| **P2.4 – Task 11** | Explain the purpose and outline the functions of operating systems when it comes to GUI and CLI with examples. | | | | | | | | | | | | | | | | | | | | | | |  |  | |
| **P2.5 – Task 12** | Explain the different considerations companies have when it comes to the choice of OS on Systems with examples. | | | | | | | | | | | | | | | | | | | | | | |  |  | |
| **Customisation** | | | **Connectivity** | | | | | **Stability and Reliability** | | | | | | | **Cost** | | | | | | **Ease of Use** | |
| **P3.1 – Task 13** | Explain the different considerations companies have when it comes to the Security options with the OS with examples. | | | | | | | | | | | | | | | | | | | | | | |  |  | |
| **Access Rights** | | | | **Firewall** | | | | | | | **Virus Checker** | | | | | | **Permissions** | | | | | |
| **D1.1 – Task 14** | For a specific business system, identify how these security utilities and protocols will improve the performance of computer systems. | | | | | | | | | | | | | | | | | | | | | | |  |  | |
| **Access Rights** | | | | **Firewall** | | | | | | | **Virus Checker** | | | | | | **Permissions** | | | | | |
| **P3.2 – Task 15** | Explain the different purposes and options companies have when it comes to the Utility programmes with the OS with examples. | | | | | | | | | | | | | | | | | | | | | | |  |  | |
| **Deframentation** | | | | **Housekeeping** | | | | | | | **Drive Formatting** | | | | | | **Other** | | | | | |
| **D1.2 – Task 16** | For a specific business system, identify how these Utilities and procedures will improve the performance of computer systems. | | | | | | | | | | | | | | | | | | | | | | |  |  | |
| **Deframentation** | | | | **Housekeeping** | | | | | | | **Drive Formatting** | | | | | | **Other** | | | | | |
| **LO2 - Be able to Recommend Computer Systems for a Business Purpose** | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **P4.1 – Task 01** | Using the specification, source two solutions for the client needs. Evidence this research. | | | | | | | | | | | | | | | | | | | | | | |  | |  |
| **P4.1 – Task 02** | Using the table, compare the specifications of the two solutions found and discuss the advantages and disadvantages of each hardware and software solution. | | | | | | | | | | | | | | | | | | | | | | |  | |  |
| **P4.2 – Task 03** | Using the specification, source two costed solutions for the client needs and discuss the solutions in terms of Cost. | | | | | | | | | | | | | | | | | | | | | | |  | |  |
| **Financial** | | | | | | | **Time** | | | | | | | | | **User** | | | | | | |
| **P4.3 – Task 04** | Using the specification, discuss the user requirements and the considerations that will need to be taken when the machines have been configured. | | | | | | | | | | | | | | | | | | | | | | |  | |  |
| **Software** | | | **Network sharing** | | | | | **Maintenance** | | | | | | **Outputs** | | | | | **Integration** | | | |
| **Accessibility** | | | **Experience** | | | | | **Level of understanding** | | | | | | **Training** | | | | | **Special requirements** | | | |
| **M2.1 – Task 05** | Justify how final recommendations meet a given business purpose. | | | | | | | | | | | | | | | | | | | | | | |  | |  |
| **Hardware** | | | | | | | **Software** | | | | | | | | | **Overall** | | | | | | |
| **LO3 - Be able to set up and Maintain Computer Systems** | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **P5.1 – Task 01** | Set up and verify a standalone computer system, installing the core hardware components | | | | | | | | | | | | | | | | | | | | | | |  | |  |
| **P5.2 – Task 02** | Set up a standalone computer system, installing an appropriate OS. | | | | | | | | | | | | | | | | | | | | | | |  | |  |
| **P5.3 - Task 03** | Set up and install the device drivers for a network card, sound card and graphics card with evidence. | | | | | | | | | | | | | | | | | | | | | | |  | |  |
| **Graphics Card** | | | | | | | **Sound Card** | | | | | | | | | **Network Card** | | | | | | |
| **P5.4 – Task 04** | Set up and install the device drivers for a Printer, Camera, Microphone and Speakers with evidence. | | | | | | | | | | | | | | | | | | | | | | |  | |  |
| **Printer** | | | | | | | **Camera** | | | | | | | | | **Microphone and Speakers** | | | | | | |
| **P5.5 – Task 05** | Set up and configure Application and Security software on the OS. | | | | | | | | | | | | | | | | | | | | | | |  | |  |
| **Application Software** | | | | | | | **Virus Checker** | | | | | | | | | **Firewall** | | | | | | |
| **P6.1 – Task 06** | Set the BIOS configuration using a password and editing power management options. Justify the need and benefits of doing this. | | | | | | | | | | | | | | | | | | | | | | |  | |  |
| **P6.2 – Task 07** | Create a guide on how to customise the OS background, size, icons and desktop and taskbar shortcuts to suit the needs of the users. Justify the need and benefits of doing this. | | | | | | | | | | | | | | | | | | | | | | |  | |  |
| **Background** | | | | **Icons and Desktop** | | | | | | | **Screen Saving** | | | | | | **Taskbar and Start Menu** | | | | | |
| **P6.3 – Task 08** | Create a guide on how to set up Start up options and user accounts and levels of access and explain the reasons why this is necessary. | | | | | | | | | | | | | | | | | | | | | | |  | |  |
| **P6.4 – Task 09** | Create a guide on how to set up manage and update the virus and firewall definition files and explain the reasons why this is necessary. | | | | | | | | | | | | | | | | | | | | | | |  | |  |
| **P6.5 – Task 10** | Create a guide on how to customise the toolbar on applications and explain the reasons why this is necessary. | | | | | | | | | | | | | | | | | | | | | | |  | |  |
| **P7.1 - Task 11** | Test a configured computer system for functionality, System construction and configured applications. | | | | | | | | | | | | | | | | | | | | | | |  | |  |
| **P7.2 - Task 12** | Conduct and collect Peer feedback on the System Setup and Configuration with the purpose of improving their quality and usability for the target audience. | | | | | | | | | | | | | | | | | | | | | | |  | |  |
| **M3.1 - Task 13** | Analyse the test results identifying any discrepancies, catalogue and present the results and your synopsis of the qualitative comments. | | | | | | | | | | | | | | | | | | | | | | |  | |  |
| **D2.1 - Task 14** | Recommend computer system improvements based on feedback from users. | | | | | | | | | | | | | | | | | | | | | | |  | |  |
| **D2.2 - Task 15** | Give a detailed justification why these changes were made and how they will improve the functionality of the System. | | | | | | | | | | | | | | | | | | | | | | |  | |  |
| **P7.3 – Task 16** | Configure the system for updates and program backups in accordance to Acceptance and forward planning procedures. | | | | | | | | | | | | | | | | | | | | | | |  | |  |
| **Virus Checker** | | | **Firewall** | | | | | **Restore Point** | | | | | **Windows Update** | | | | | | | | **Office backup** | |
| **P8.1 – Task 17** | Explain the purpose and effect routine Technical maintenance will have on a computer and the benefits of these to a user. | | | | | | | | | | | | | | | | | | | | | | |  | |  |
| **Organisation, naming, deletion and archiving of files** | | | | | | **Back-up procedures** | | | | **Defragmentation and Scandisk** | | | | | | | **Deleting temporary files** | | | | | |
| **P8.2 – Task 18** | Produce a guide with examples on how you undertook routine Technical maintenance tasks on a standalone computer system. | | | | | | | | | | | | | | | | | | | | | | |  | |  |
| **Organisation, naming, deletion and archiving of files** | | | | | | **Back-up procedures** | | | | **Defragmentation and Scandisk** | | | | | | | | **Deleting temporary files** | | | | |
| **P8.2 – Task 19** | Explain the purpose and effect routine Physical maintenance will have on a computer and the benefits of these to a user. | | | | | | | | | | | | | | | | | | | | | | |  | |  |
| **Cleaning hardware** | | | | | | | | | | | **Replacing consumables** | | | | | | | | | | | |
| **P8.2 – Task 20** | Produce a guide with examples on how you undertook routine Physical maintenance tasks on a standalone computer system. | | | | | | | | | | | | | | | | | | | | | | |  | |  |
| **Cleaning hardware** | | | | | | | | | | | **Replacing consumables** | | | | | | | | | | | |