Assignment cover Sheet

PC Technician Skills – Level 3

The appropriate cover sheet must be completed for each unit submitted

Unit 2   PC Systems Information

Learning Outcomes	Y/N	Assessment Criteria	Y/N
The learner should be able to:		*The Learner has achieved this outcome because s/he can:*	
1.0 Identify appropriate processes to carry out an audit on a PC		1.1 Produce evidence of different types of IT audits used in organisations.	
		1.2 Demonstrate an understanding of the legal requirements of an audit	
2.0 Identify different licensing and distribution methods for software.		2.1 Identify at least 4 different licensing models	
		2.2 Demonstrate the use of anti-spyware and the use of the HOSTS file intervention to protect against malicious and/or marketing software.	
3.0 Maintain and secure a PC with updates.		3.1 Track and maintain updates on a PC	

Assignment Title:		
Recording and managing information		
Assignment Brief: Organisation is the key to the professional engineer. Knowing what is where, why it is there, how safe or secure and how legal it is, are all critical details to assist the engineer in managing and servicing the ICT equipment.		
In your assignment you should: • Thoroughly audit two (2) workstations designing your own auditing sheet. The audit should assess upgradeability, compatibility, security and health and safety and be signed and countersigned. • Audit one (1) workstation's software licences using the supplied audit sheet. • Produce screenshot evidence of your personal computer showing operating system updates , date of virus protection definitions and spyware intervention (HOSTS file, anti-spyware)		
Date Set :	Date Due: 7 January 2009	Date Submitted:

Disclaimer to be completed by the learner for each unit submitted for assessment:

"This is all my own work and all sources including Internet sources have been acknowledged and attributed in the text and bibliography. I have read and understood the document entitled 'Policies and Procedures with dealing with Malpractice' provided by the tutor and realise the effects of non-compliance with this document.

Learner Name:	Centre:	

Learner Signature:	Date:	Word Count:

Tutor Feedback:		

Tutor Name:	Date: