NEW ZEALAND INSTITUTES OF TECHNOLOGY AND POLYTECHNIC QUALIFICATIONS IN INFORMATION & COMMUNICATIONS TECHNOLOGY

PRESCRIPTION: SP700 SOFTWARE SELECTION

AIM OF MODULE:	The student will analyse the software needs of a user, and assess candidate packages. Select and install one of the packages, and train the user training.
CREDITS:	7
KNOWLEDGE ASSUMED FROM:	
STUDENT LEARNING HOURS:	70
CONTENT REVISED:	Pre 1996
PRESCRIPTION EXPIRY DATE:	Nov 2011

Level and Assessment Schedule

TOPICS	Highest Skill Level				Suggested Assessment Percentage
	R	C	A	P	
1. Interview			*		20
2. Needs Analysis Report				*	50
3. Installation				*	15
4. Training			*		15
					100

LEARNING OUTCOMES

The student will:

A　1　Interview the user to obtain information about the user's needs for a software solution to a business problem.

P　2　Write a report detailing the user's needs as established from an interview, and recommending a software solution with justification.

P　3　Install the selected software for the user.

A　4　Train the user in the use of the software.

CONTENT

Using an appropriate case study.

1　INTERVIEW

➤　Interviewing and note taking skills will be developed/practised.

2　NEEDS ANALYSIS REPORT

➤　Needs analysis methods will be learned.　Factors to be considered will include:

- cost
- support
- proportion of needs met
- extendibility
- compatibility
- ease of use
- documentation

3　INSTALLATION

➤　Installation should include customising where applicable as well as printer installation.

4　TRAINING

➤　Training will include preparation of written instructions.