

**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:	November 2013

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
					<hr/> 100 <hr/> <hr/>

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.