



Professional Qualification in COMPUTING AND INFORMATION SYSTEMS

Level 4 Diploma

UNIT 1 – INFORMATION SYSTEMS

Question 1

- (a) **Describe TWO** different types of information systems. (6 marks)
- (b) With reference to your answer to Question 1a, **explain** how they respond to needs and their features and technology. (14 marks)

Question 2

- (a) **Explain** how **TWO** common office applications are used by organisations. (10 marks)
- (b) **Describe** an Office Automation System (OAS) and its benefits to a business. (10 marks)

Question 3

Assess how information systems can benefit and support organisations across a range of functional areas. (20 marks)

Question 4

- (a) **Explain** how to identify people within an organisation with key stakes in and/or management responsibility for an information system. (10 marks)
- (b) **Explain** why it is important to avoid a fragmented approach to information management. (10 marks)

Question 5

- (a) **Discuss TWO** key aspects of security policies associated with information systems. (10 marks)
- (b) **Discuss** the legal obligations of information systems professionals. (10 marks)