



Professional Qualification in COMPUTING AND INFORMATION SYSTEMS

Level 4 Diploma

UNIT 1 – INFORMATION SYSTEMS

Question 1

- (a) **State** what is meant by the term 'management information system' (MIS). (4 marks)
- (b) **Describe** the characteristics of a good management information system. (8 marks)
- (c) **Explain** the role of technology in a management information system. (8 marks)

Question 2

- (a) **State** what is meant by the term 'office automation'. (4 marks)
- (b) **Describe** ways in which common office applications are used in business. (8 marks)
- (c) **Explain** how office applications integrate with common business processes. (8 marks)

Question 3

- (a) **State** what is meant by the term 'asset management'. (4 marks)
- (b) **Describe** a range of functions supported by an information system. (8 marks)
- (c) **Explain** the advantages of using a computerised information system. (8 marks)

Question 4

- (a) **State** what is meant by the term 'data protection'. (4 marks)
- (b) **Describe** key roles and responsibilities of staff in an information system. (8 marks)
- (c) **Explain** why it is important that an information system is not fragmented. (8 marks)

Question 5

Explain the main risks and security issues of an information system, and how they may be overcome. (20 marks)