



Professional Qualification in COMPUTING AND INFORMATION SYSTEMS

Level 4 Diploma

UNIT 1 – INFORMATION SYSTEMS

Question 1

- (a) **State** the meaning of the term 'electronic collaboration'. (2 marks)
- (b) **Explain TWO** ways in which groupware software enables simultaneous working on the same file. (6 marks)
- (c) **Suggest TWO** advantages **and TWO** disadvantages of using groupware. **Justify** your answer. (12 marks)

Question 2

- (a) **State** the meaning of the term 'procurement'. (2 marks)
- (b) **Explain TWO** ways in which an information system can be used to support procurement. (6 marks)
- (c) **Illustrate TWO** advantages of using an information system to support procurement. Use diagrams and/or examples to support your answer. (12 marks)

Question 3

- (a) **Describe** the 'analysis' stage of the system development lifecycle. (2 marks)
- (b) **Explain why** analysis is an important part of the systems development life cycle. (6 marks)
- (c) **Compare TWO** ways in which analysis fits into the spiral **and** linear life cycles. (12 marks)

Question 4

- (a) **State TWO** key responsibilities of project managers. (2 marks)
- (b) **Explain** whether project managers have any responsibility for organisational security. (6 marks)
- (c) **Compare TWO** ways in which the role of project management differs from the role of programming. (12 marks)

Question 5

Recommend how an information system may be used to support office management. **Justify** your answer. (20 marks)