



Professional Qualification in
COMPUTING AND INFORMATION SYSTEMS
Level 4 Diploma

UNIT 1 – INFORMATION SYSTEMS

Question 1

- (a) Identify **ONE** way in which an information system can help a library. (2 marks)
(b) Identify **ONE** information system function of each of the following components:
(i) Hardware. (2 marks)
(ii) Software. (2 marks)
(iii) People. (2 marks)
(iv) Data. (2 marks)

Question 2

Discuss the technology generally found in a large multi-site information system. (10 marks)

Question 3

- (a) Identify **ONE** operational process in a school and describe how it may be supported by a common office application. (5 marks)
(b) Discuss the possible issues of integrating a standalone application with an organisation-wide information system. (5 marks)

Question 4

- (a) State what is meant by the term 'Office Automation Systems (OAS)'. (2 marks)
(b) Identify **TWO** roles an OAS may have in an organisation. (4 marks)
(c) Identify **TWO** disadvantages of using a third-party OAS. (4 marks)

Question 5

Discuss the types of information that may flow between the functional areas of a large online retail organisation. (10 marks)

Question 6

Identify **ONE** benefit to an organisation for each of the following features of a computerised system over a non-computerised system:

- (a) Data integrity. (2 marks)
- (b) Analytical capabilities. (2 marks)
- (c) Costs. (2 marks)
- (d) Repetitive processing. (2 marks)
- (e) Communications. (2 marks)

Question 7

- (a) Explain how all key stakeholders in an organisation have a responsibility for an information system. (5 marks)
- (b) Describe the possible risks to an organisation of a fragmented approach to information management. (5 marks)

Question 8

Discuss the key points of interaction between information systems and people in a large organisation. (10 marks)

Question 9

- (a) Describe the main security concerns to a business associated with staff using smart devices at work. (5 marks)
- (b) Describe the data security role of information systems professionals in an organisation. (5 marks)

Question 10

- (a) State what is meant by the term 'risk management'. (2 marks)
- (b) Identify **TWO** key aspects of a security policy. (4 marks)
- (c) Identify **TWO** legal obligations of information systems professionals. (4 marks)