

<b>Unit Title:</b>	<b>Information Systems and Technology</b>
<b>Level:</b>	<b>Three</b>
<b>Credit Value:</b>	<b>12</b>
<b>GLH:</b>	
<b>NOCN Unit Code:</b>	<b>CY2/3/TE/002</b>
<b>QCA Unit Reference</b>	
<b>Grading Descriptors:</b>	<b>1, 3, 7</b>

This unit has 4 learning outcomes.

<b>LEARNING OUTCOMES</b>	<b>ASSESSMENT CRITERIA</b>
<b>The learner will:</b>	<b>The learner can:</b>
1. Understand systems in an organisation	1.1. Investigate the structure of an organisation 1.2. Compare the different types of IT systems software 1.3. Critically evaluate application and systems software 1.4. Make recommendations for hardware and peripheral devices for a given organisation 1.5. Use the Internet for gathering information and download information from the internet for a specific purpose 1.6. Use Email to communicate effectively
2. Demonstrate complex Word Processing skills	2.1. Use a Word Processing software package in the form of a professionally produced report 2.2. Independently produce a document effectively using a word processing software package's text and editing functions to produce professionally presented documents 2.3. Set up the documents to print and make the adjustments necessary for size and type of output including clip art insertion and utilisation of the call-out boxes 2.4. Save and retrieve documents and employ a systematic approach to naming and back up 2.5. Organise an effective file management system to retrieve and store word processed documents

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LEARNING OUTCOMES	ASSESSMENT CRITERIA
<b>The learner will:</b>	<b>The learner can:</b>
3. Produce complex spreadsheets	3.1. Set up a spreadsheet appreciating the correct construction eg row, column, cell reference 3.2. Produce a complex document using the appropriate functions of spreadsheet software (eg 'WHAT IF', 'Percentages' etc) 3.3. Set up the documents to print and make the adjustments necessary for size and type of output eg print range, chart to produce complex spreadsheets 3.4. Save and retrieve documents and employ a systematic approach to naming and back up 3.5. Produce a complex spreadsheet model in answer to a particular problem using spreadsheet software effectively 3.6. Organise an effective file management system to retrieve and store spreadsheet documents

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LEARNING OUTCOMES	ASSESSMENT CRITERIA
<b>The learner will:</b>	<b>The learner can:</b>
4. Demonstrate complex database skills appropriate to a business context	4.1. Set up a complex database using the functions of a database software application 4.2. Show the difference between flat-file, relational and programmable databases 4.3. Produce complex reports using the functions of database software eg query 4.4. Set up documents to print and make the adjustments necessary for size and type of output eg print range 4.5. Save and retrieve databases and employ a systematic approach to naming and back up 4.6. Produce a database model in answer to a particular problem using database application software effectively 4.7. Organise an effective file management system to retrieve and store databases

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## ASSESSMENT INFORMATION

### Guidance:

This grid gives details of the assessment activities to be used with the unit attached. Please refer to the NOCN Handbook for definitions of each activity and the expectations for assessment practice and evidence for moderation.

**The assessment activities for this unit are indicated in the table below:**

**Key: P = Prescribed** – this assessment method *must* be used to assess the unit.

**O = Optional** – this assessment method *could* be used to assess the unit.

<b>Case study</b>		<b>Project</b>	
<b>Written question &amp; answer/test/exam</b>		<b>Role play/simulation</b>	
<b>Essay</b>		<b>Practical demonstration</b>	
<b>Report</b>		<b>Group discussion</b>	
<b>Oral question and answer</b>		<b>Performance/exhibition</b>	
<b>Written description</b>		<b>Production of artefact</b>	
<b>Reflective log / diary</b>		<b>Practice file</b>	

### Signposting Key Skills

This unit offers clear opportunities for learners to provide evidence of achievement in Key Skills achievement in the following skill area/s:

<b>Key Skill</b>		<b>Wider Key Skill</b>	
Communication		Working with others	
Information Technology		Problem solving	
Application of Number		Improving Own Learning and Performance	

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**Accredited Start date:**  
**Accredited End date:**  
**Unit Sector/Subject area:**  
**Grading descriptors:**  
**Availability for Use:**

<b>Purpose and Aim of the Unit</b>	Free Text
<b>Restrictions on the Availability</b>	Free Text or N/A
<b>Additional Assessment Requirements</b>	Free Text or N/A
<b>Details of relationship between the Unit and the NOS</b>	Free Text or N/A
<b>Details of relationship between the Unit and Standards (not NOS)</b>	Free Text or N/A
<b>Endorsement of the Unit by</b>	Free Text or N/A