

## MANAGE INFORMATION SYSTEM

UNIT CODE: IT/OS/ICT/CR/8/6

### UNIT DESCRIPTION

This unit covers the competencies required to manage information system. It involves identification of information system concepts, classification of information systems, management of information resources, Planning of information system, identification of impact of information system in an organization

### ELEMENTS AND PERFORMANCE CRITERIA

ELEMENT	PERFORMANCE CRITERIA <i>(Bold and italicised terms are elaborated in the Range)</i>
1. Identify information system concepts	1.1 Definition of MIS and its terms is done 1.2 <b>Components</b> of an IS are identified based on the type of Information System. 1.3 Roles of an IS are identified 1.4 <b>Qualities</b> of an Information System are identified 1.5 Types of Information Systems are identified
2. Classify information systems	2.1 <b>Strategic levels</b> of an Organization are identified 2.2 Classification of Information systems is done 2.3 Information System processing requirements is done 2.4 Functional areas of MIS are identified
3. Manage information resources	3.1 Information resource management concepts are identified 3.2 IS resources are determined 3.3 Classification of IS Resources is done. 3.4 Importance of managing information resources is identified
4. Plan Information system	4.1 Definition of IS planning is done 4.2 Importance of planning is identified 4.3 IS planning process is done 4.4 IS planning techniques are identified 4.5 Project planning is done

<b>ELEMENT</b>	<b>PERFORMANCE CRITERIA</b> <i>(Bold and italicised terms are elaborated in the Range)</i>
	4.6 IS <i>Acquisition methods</i> are identified
5. Identify impact of information system in organization	5.1 Trends of IS Are identified 5.2 Organizational change in management is done 5.3 IS maintenance is done 5.4 <i>Ethical issues</i> in IS are identified 5.5 legal issues in IS are identified

## **RANGE**

This section provides work environment and conditions to which the performance Criteria apply. It allows for different work environment and situations that will affect Performance.

<b>Variable</b>	<b>Range</b> <i>May include but is not limited to:</i>
1. Components	1.1 Hardware 1.2 Software 1.3 Telecommunications 1.4 Databases and Data Warehouses 1.5 Human Resources and Procedures
2. Qualities	2.1 Relevance. 2.2 Accuracy. 2.3 Usefulness. 2.4 Timeliness. 2.5 Completeness.
3. Strategic levels	3.1 Operational level 3.2 Knowledge level 3.3 Tactical level 3.4 Strategic level
4. Acquisition methods	4.1 Outsourcing 4.2 Open source 4.3 Commercial off the shelf
5. Ethical issue	Refers to situation that requires a person or organization

Variable	Range
	<p><i>May include but is not limited to:</i></p> <p>to choose between alternatives that must be evaluated as right (ethical) or wrong (unethical)</p>

## REQUIRED KNOWLEDGE AND UNDERSTANDING

*The individual needs to demonstrate knowledge and understanding of:*

1. MIS components
2. Types of information systems
3. Roles of an Information system
4. Classification of information systems
5. Information system requirements
6. Functional areas of management information systems
7. Information system resources
8. Information system acquisition methods

## FOUNDATION SKILLS

The individual needs to demonstrate the following foundation skills:

- Communications (verbal and written);
- Proficient in ICT;
- Time management;
- Analytical
- Problem solving;
- Planning;
- Decision making;
- Report writing;

## EVIDENCE GUIDE

This provides advice on assessment and must be read in conjunction with the performance criteria, required knowledge and understanding and range.

1. Critical Aspects of Competency	<p><b>Assessment requires evidence that the candidate:</b></p> <ol style="list-style-type: none"> <li>2. Identified Components of an IS</li> <li>3. Identified Types of Information Systems</li> <li>4. Identified Strategic levels of an Organization</li> <li>5. Identified Functional areas of an MIS</li> <li>6. Classified IS Resources</li> <li>7. Identified IS planning techniques</li> <li>8. Identified IS <i>Acquisition methods</i></li> </ol>
2. Resource Implications	<p><b><i>The following resources must be provided:</i></b></p> <p>2.1 Resources the same as that of workplace are advised to be applied</p> <p>Networks, Hardware, Software, Data and People</p>
3. Methods of Assessment	<p><b>Competency may be assessed through:</b></p> <ol style="list-style-type: none"> <li>3.1 Oral test</li> <li>3.2 Observation</li> <li>3.3 Practical demonstration</li> </ol>
4. Context of Assessment	<p>4.1 Competency may be assessed individually in the actual workplace or through a simulated work place setting</p>
5. Guidance information for assessment	<p>5.1 Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended.</p>

## PERFORM GRAPHIC DESIGN

**UNIT CODE: IT/OS/ICT/CR/9/6**

### UNIT DESCRIPTION

This unit covers the competencies required to Perform Graphic Design. It involves Identification of graphic design concepts, identification of elements and principles of graphic