



**Professional Qualification in**  
**COMPUTING AND INFORMATION SYSTEMS**  
**Level 4 Diploma**

**UNIT 1 – INFORMATION SYSTEMS**

**Question 1**

Describe ONE organisational need for information systems. (5 marks)

Describe ONE feature of an information system. (5 marks)

**Question 2**

Identify **ONE** example of how an information system is used to support organisations. (5 marks)

Explain **ONE** role people have in an information system. (5 marks)

**Question 3**

Describe **ONE** characteristic of an information system using a desktop computer as host and ONE characteristic of using a mobile computer as a host. (10 marks)

**Question 4**

State what is meant by each of the following terms:

Word processor. (2 marks)

Spreadsheet. (2 marks)

Database management. (2 marks)

Optical character recognition. (2 marks)

Image processing. (2 marks)

**Question 5**

Describe the roles of each of the following organisational functions:

Order management. (5 marks)

Logistics. (5 marks)

**Question 6**

Describe the benefits that computerised information systems have over non-computerised systems (5 marks)

Describe **ONE** role previously managed through people and/or physical systems. (5 marks)

**Question 7**

Describe **ONE** key stakeholder role in an information system. (5 marks)

Describe **ONE** management responsibility in an information system. (5 marks)

**Question 8**

Describe **ONE** issue associated with the duplication of information across an organisation. (5 marks)

Describe **ONE** key point of interaction between information systems and people. (5 marks)

**Question 9**

Describe the physical security concerns associated with information systems. (10 marks)

**Question 10**

(a) Identify THREE key aspects of a security policy. (6 marks)

(b) Identify TWO legal obligations of information systems professionals. (4 marks)