**Hanover House
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NATIONAL CERTIFICATE MODULE DESCRIPTOR

-Module Number-	**8110032**	**-Session-**	**1992-93**
-Superclass-	**CY**		

-Title-	**INFORMATION SYSTEMS**

-DESCRIPTION-

Purpose	This module is designed to provide skills in the collection, processing and dissemination of information.
Preferred Entry Level	No formal entry requirements.
Outcomes	The candidate should:

1. collect information from diverse sources;

2. organise information using a manual filing system;

3. store information using a computer database;

4. retrieve information from local and remote database;

5. present information using computer software.

Assessment Procedures	Acceptable performance in this module will be satisfactory achievement of all the Performance Criteria specified for each Outcome.

The following abbreviations are used below:

PC   Performance Criteria
IA   Instrument of Assessment

Note: The Outcomes and PCs are mandatory and cannot be altered. The IA may be altered by arrangement with SQA. (Where a range of performance is indicated, this should be regarded as an extension of the PCs and is therefore mandatory.)

OUTCOME 1   COLLECT INFORMATION FROM DIVERSE SOURCES

PCs   (a)   Information is relevant.
             (b)   Information is accurate.
             (c)   Information is concise.
             (d)   Information is legally obtained.

             IA   Assignment

The candidate will gather information on a defined topic. Information will be non-complex; the nature of the information will be familiar. Research will encompass internal and external sources of information.

Evidence of performance will be in the form of a portfolio of gathered information.

OUTCOME 2   ORGANISE INFORMATION USING A MANUAL FILING SYSTEM

PCs   (a)   Key data is accurately and legibly recorded.
             (b)   Information is indexed using key field.
             (c)   Information is securely filed.

             IA   Assignment

The candidate will organise data using a manual filing system (such as a card index system). Data will be supplied; data will be routine and familiar; data will consist of a minimum of 50 records.

Evidence of performance will be in the form of an observation checklist recording the standard of the derived filing system.

OUTCOME 3   STORE INFORMATION USING A COMPUTER DATABASE

PCs   (a)   Use of database package is consistent with supplier's documentation.
             (b)   File structure accurately models manual data.
             (c)   Stored information is accurate.
             (d)   Stored information is indexed.
             (e)   Legal requirements are observed.

             IA   Assignment

The candidate will create a data file to store information. Data will be non-complex and familiar; data will be supplied on paper. The data file will consist of at least 25 records.

Evidence of performance will be in the form of a hard copy of the stored information indexed by key field.

OUTCOME 4   **RETRIEVE INFORMATION FROM LOCAL AND REMOTE DATABASE**

PCs

(a)   Use of database package is consistent with supplier's documentation.
(b)   Use of data communication system is consistent with supplier's instructions.
(c)   Access to remote database is efficient with respect to the duration of on-line session.
(d)   Retrieved information is appropriate to request.

IA   Practical Exercise

The candidate will retrieve prescribed information from a local database and an on-line information service. Information may be complex and unfamiliar. Local database may be stand-alone or networked. Remote database will be an on-line information service such as PRESTEL or TeleCom Gold.

Evidence of performance will be in the form of a hard copy of the retrieved information from each source.

OUTCOME 5   **PRESENT INFORMATION USING COMPUTER SOFTWARE**

PCs

(a)   Presentation is appropriate to target audience.
(b)   Numerical information is correct.
(c)   Spelling errors are eliminated.
(d)   Graphic data is accurate.

IA   Assignment

The candidate will present information using a variety of computer software.   Information will include textual, graphical and numerical data. Presentation will include at least three of the following:

1.   report;
2.   graph;
3.   chart;
4.   display.

All presentations will be computer-generated; appropriate application software will be used to produce information; presentations will be non-complex.

Evidence of performance will be in the form of a hard copy of each of the above presentations.

**The following sections of the descriptor are offered as guidance.
They are not mandatory.**

CONTENT/CONTEXT

Legal requirements must be observed with respect to the acquisition, storage and duplication of information.

Candidates will require access to a variety of computer hardware and software including data communications equipment.

In addition to the practical competencies specified in the Outcomes, it is anticipated that the following underpinning knowledge and skills will be acquired.

Outcome 1 will require knowledge of the internal and external sources of information together with the attributes of 'good' information. Outcome 2 will require skills in the organisation of paper-based information. Outcome 3 will involve skills in using a computer database package. Outcome 4 will require skills in using a local database system and accessing and searching a remote, on-line information service. Outcome 5 will require a knowledge of a range of application software (such as word processing and spreadsheet programs) to present information in various forms together with skills in composing effective paper-based presentations.

SUGGESTED LEARNING AND TEACHING APPROACHES

This module should be delivered using a mix of candidate-centred and teacher-led techniques.

Use should be made of audio-visual resources to illustrate the various stages of the information cycle and commercial information systems.