

Extract from Higher National unit specification

Unit title: Information and Communication Technology in Business
(SCQF level 8)

Unit code: HH87 35

Unit purpose

This unit is designed to develop learners' knowledge and skills in identifying, evaluating, managing and presenting business information to facilitate and influence decision-making. The unit requires learners to consider the role of information in the decision-making process, evaluate data communications systems and ICT innovations, use planning and control tools for project management and use software application presentation tools to present findings and recommend actions.

Outcomes

On successful completion of the unit the learner will be able to:

- 1 Identify and evaluate the role of business information in decision-making.
- 2 Describe and evaluate data communications system security and new ICT innovations.
- 3 Plan project development work using project management software to meet client needs.
- 4 Schedule project development work using project management software, to meet client needs.
- 5 Create a presentation using appropriate software application presentation tools.

Credit points and level

2 Higher National unit credits at SCQF level 8: (16 SCQF credit points at SCQF level 8)

Outcome 1

Identify and evaluate the role of business information in decision-making.

Knowledge and/or Skills

- Levels of decision-making
- Information requirements
- Types of Information system
- Legislation governing the management and handling of information

Outcome 2

Describe and evaluate data communication system security and new ICT innovations.

Knowledge and/or Skills

- Security threats
- Security measures
- ICT innovations

Outcome 3

Plan project development work using project management software to meet client needs.

Knowledge and/or Skills

- Project development tasks and sub-tasks
- Project milestones
- Task dependency
- Resource determination

Outcome 4

Schedule project development work using project management software, to meet client needs.

Knowledge and/or Skills

- Project scheduling
- Task constraints and dependencies
- Resource allocation
- Project management software

Outcome 5

Create a presentation using appropriate software application presentation tools.

Knowledge and/or Skills

- Presentation techniques
- Importation techniques
- Dynamic links
- Animation and transition effects
- Multimedia elements

Evidence Requirements for this unit

Outcome 1

Learners will need to provide evidence to demonstrate their Knowledge and/or Skills by showing that they can provide and justify an evaluation of the role of business information in the decision-making process. Evidence must be provided to demonstrate that learners can:

- identify and compare the nature of information required at strategic, tactical and operational levels of decision making for a given situation.
- evaluate the information required at strategic, tactical and operational levels of decision making for one internal source and one external source for each level.
- evaluate the nature of information systems required to support decision making at strategic, tactical and operational levels.
- identify and analyse the implications for decision making of two pieces of current legislation governing the management and handling of information.

Outcome 2

The learner will need evidence to demonstrate their Knowledge and/or Skills by showing that they can describe and evaluate data communication system security and ICT innovations. Evidence must be provided to demonstrate that learners can:

- identify and evaluate three threats to the security of networked information.
- identify and evaluate three security procedures to protect networked information that would be appropriate to organisational needs.
- identify and evaluate three ICT innovations which may be relevant to business users and the needs of an organisation.

Outcome 3

The learner will need evidence to demonstrate their Knowledge and/or Skills by showing that they can plan project development work which includes all of the above knowledge and skills topics. Evidence must be provided to demonstrate that learners can:

- establish the sub-tasks of a project development.
- determine the duration of each sub-task of the project development.
- identify, establish and describe project milestones.
- establish task dependencies.
- determine the resources required for a given project.

Outcome 4

The learner will need evidence to demonstrate their Knowledge and/or Skills by showing that they can use project management software to schedule the development of a given project brief. Evidence must be provided to demonstrate that learners can:

- initiate a project schedule.
- accurately enter project stages, sub tasks and milestones.
- determine task constraints.
- establish task dependencies.
- assign resources to sub-tasks.
- create base and resource calendars to indicate clear timelines.
- generate meaningful annotated reports and charts with appropriate scales.
- analyse and interpret reports and charts.

Outcome 5

The learner will need evidence to demonstrate their Knowledge and/or Skills by showing that they can use application software presentation tools to plan and prepare for a presentation. Evidence must be provided to demonstrate that learners can:

- plan and produce a presentation with a minimum of five slides using software application package techniques.
- import one object from each of two software applications packages, one of which must be from an external source.

- create and use one dynamic link.
- create and use one multimedia element within the presentation

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