

## Higher National Unit specification

### General information for centres

**Unit title:** Information and Communication Technology in Business

**Unit code:** F84W 35

**Unit purpose:** This Unit is designed to develop candidates' knowledge and skills in identifying, evaluating, managing and presenting business information to facilitate and influence decision-making. The Unit requires candidates 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.

On completion of the Unit the candidate should be able to:

1. Identify and evaluate the role of business information in decision-making.
2. Describe and evaluate data communications systems 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.

### 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

#### Evidence Requirements

Candidates 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 candidates 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**

Describe and evaluate data communication systems and new ICT innovations

### **Knowledge and/or Skills**

Data communication systems

Security

ICT innovations

### **Evidence Requirements**

The candidate will need evidence to demonstrate their knowledge and/or skills by showing that they can describe and evaluate data communication systems and ICT innovations.

Evidence must be provided to demonstrate that candidates can:

- compare and contrast three data communication systems relevant to the business user
- describe two benefits for each of three data communication systems relevant to the business user
- identify and evaluate three threats to the security of networked information and the security procedures which 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**

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

## **Evidence Requirements**

The candidate 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 candidates 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**

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

### **Evidence Requirements**

The candidate 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 candidates 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**

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**

The candidate 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 candidates 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