MANAGE INFORMATION SYSTEM

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

Relationship to Occupational Standards
This unit addresses the unit of competency: **Management information system**

Duration of Unit: 150 hours

Unit Description:

This unit specifies 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

Summary of Learning Outcomes:

1. Identify information system concepts
2. Classify information systems
3. Manage information resources
4. Information system planning
5. Impact of information system in organization

Learning Outcomes, Content and Suggested Assessment Methods

Learning Outcome	Content	Suggested Assessment Methods

Identify information system concepts	❑ Define IS terms
	❑ components of an IS
	❑ roles of IS
	❑ Qualities of an IS
	❑ Types of systems
	   ✓ Open
	   ✓ Closed
	   ✓ Probabilistic
	   ✓ Cybernetic etc
		• Practical exercises with observation checklist
		• Oral questioning
		• Written test

Classify information systems	❑ Strategic levels of an organization
	  ✓ Operational level
	  ✓ Knowledge level
	  ✓ Tactical level
	  ✓ Strategic level
	❑ Classification of IS
	  ✓ TPS(transaction processing)
	  ✓ MIS(management
	  ✓ KWS(knowledge work S)
	  ✓ DSS (Decision support system)
	  ✓ ESS (Executive support system)
	❑ IS processing requirements
	❑ functional areas of MIS
		• Practical
		• Observation
		• Written test

Manage information resources	❑ Information resource management concepts
	❑ IS resources
	  ✓ hardware
	  ✓ software
	  ✓ databases
	  ✓ networks
	  ✓ procedures
	  ✓ security facilities
	  ✓ Physical buildings.
	❑ Classification of IS Resources
	❑ Importance of managing information resources
		• Practical exercises
		• Oral questioning
		• Written test

Information system planning	❑ Definition of IS planning
	❑ Importance of planning
	❑ IS planning process
	❑ IS planning techniques
	❑ Project planning
	  ✓ Causes of project failure and success
	❑ Types of IS Acquisition methods
	  ✓ In house
	  ✓ Off the shelf
		• Practical exercises
		• Oral questioning

	✓ Hire, outsource	

Impact of information system in organization	❑ Trends of IS
	    ✓ Negative impacts
	    ✓ Positive impacts
	❑ Ethical
	    ✓ Non disclosure NDA
	    ✓ Privacy
	    ✓ Data integrity
	    ✓ code of conduct
	❑ legal issues
	    ✓ warrants
	    ✓ bridge of contracts
	    ✓ computer crimes
	❑ IS maintenance
		• Practical exercises
		• Oral questioning
		• Written test
		• Learner portfolio of evidence.

Suggested Methods of Delivery
- Presentations and practical demonstrations by trainer;
- Guided learner activities and research to develop underpinning knowledge;
- Supervised activities and projects in a workshop;

The delivery may also be supplemented and enhanced by the following, if the opportunity allows:
- Visiting lecturer/trainer from the ICT sector;
- Industrial visits.

Recommended Resources

Tools
Transaction Processing Systems (TPS)
Operation Information System (OIS
Decision Support Systems (DSS)
Enterprise resource planning (ERP)

Equipment
- Computers
- Operating System

Materials and supplies

Digital instructional material including DVDs and CDs