

Exam Criteria Points, Student Group Work, “Checkpoints” “Green Book” Preparation, IP&M Exam Preparation 2002.

- Students are allocated into work groups, and assigned criteria to prepare.
- Each Criteria Group to:
 1. do research & create a handout for publication into a “Class Green-Book” (*see format below*), give file to teacher by due-date (*to be announced*).
 2. present a series of lessons to the whole class,
 3. lead students through appropriate ‘Checkpoints’ questions and answers
- Students in audience are to behave as they want others to behave for them, and study hard, do set “Checkpoints” for homework, be ready to teach your criterion.
- Publication Format:
 - Header – Ariel, Bold, Size 14. Content: Criterion number & title, Page.
 - Footer – Ariel, Plain, Size 8. Content: file name, created by StudentName.
 - Body – Times New Roman, size 12, plain. Sub-headings: Size 12, Bold.
 - Bibliography – TNR, size 12, italics. Content: book title & pages, Website URL, - so that your fellow students can follow up what you have said from your sources.

IP&M 2002 Exam - Criteria 1-7: 40 Bullet Points	Students Responsible
Criteria 1. (20%) Knowledge of Information Systems & their use within Organisations “Checkpoints” Ch 3 (p16-21, 105-108) 1.Types & purposes of Information Systems in Organisations. 2. Types of Information Systems Objectives 3. Organisational goals & structures 4. The uses made of Information by Organisations & individuals.	(1)
Criteria 2. (20%) Knowledge of Strategies and techniques for developing and evaluating solutions to information problems experienced in Organisations. “Checkpoints” Ch 4 (p22-26, 109-113) 1. Uses made by Organisations & individuals of Information. 2. Characteristics of information including nature, structure, form. 3. The major steps associated with Information Processing (9 steps: aivmsrocd) 4. Methods for Organising & validating data to enhance its quality, including examples of manual & machine validation. 5. Techniques & procedures to prod information efficiently & effectively. 6. Techniques for representing designs of solutions. 7. Formats & conventions to suit different audience needs. 8. Factors affecting suitability of information produced. 9. Capabilities & characteristics of H/W & S/W used to execute a range of functions 10. Procedures for effectively managing information. 11. Types of UD to support ongoing use of solutions. 12.Criteria for evaluating the efficiency & effectiveness of processing techniques & equipment. 13. A problem-solving methodology.	(3)

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<p>Criteria 3. (10%) Understanding of the relationship between the technical components of an information sys. & the capacity to produce & access elect products. “Checkpoints” Ch 5 (p28-35, 114-120)</p> <p>1. Factors affecting the efficiency & effectiveness of Information Systems. 2. Relationship between the H/W & S/W components of information Systems. 3. Capabilities & characteristics of H/W & S/W components. 4. The components of Information Systems.</p>	(2)
<p>Criteria 4. (15%) Understanding of data integrity & information security protection strategies applied within Organisations. “Checkpoints” Ch 6 (p36-41, 121-126)</p> <p>1. Factors affecting the value of information in Organisations. 2. Obligations Of Organisations & individuals to monitor & control the flow & access of information 3. Procedures used to enhance the security of information produced & communicated by Organisations. 4. Equipment used to enhance the security of information produced & communicated by Organisations. 5. Strengths & limitations of Procedures & equipment.</p>	(2)
<p>Criteria 5. (10%) Understanding of project management. “Checkpoints” Ch 7 (p42-52, 127-133)</p> <p>1. Strategies for planning & Organising people, equipment, procedures & time to implement changes. 2. Strategies for planning & Organising people, equip, procedures & time to produce information to meet users' needs..</p>	(1)
<p>Criteria 6. (15%) Understanding of strategies and processes associated with IS development. “Checkpoints” Ch 8 (p53-69, 134-147)</p> <p>1. Factors promoting change within Organisations. 2. Techniques to gather data on the Strengths & Weaknesses of existing systems. 3. Tech such as data flow diagrams and charts to document the analysis of an Information System's functioning. 4. Factors affecting the feasibility of alternative design solutions to proposed Information System. 5. Human, technical & procedural requirements to be considered when implementing change to Information Systems. 6. Criteria for evaluating the success of the changes to Information System. 7. Methods for evaluating the success of changes to Information System.</p>	(2)
<p>Criteria 7. (10%) Understanding of the relationship between changes to an Information System and their effects on the Organisation & Individuals. “Checkpoints” Ch 9 (70-76, 148-154)</p> <p>1. Issues associated with changing Information Systems in Organisations. 2. Social effects of using Information Systems on Organisation & individuals. 3. Economic effects of using Information Systems on Organisation & individuals. 4. Health & safety effects of using Information Systems on Organisation & individuals. 5. Criteria for measuring the significance of the effects.</p>	(2)