

IT & Computing Foundation Diploma

Course Aims and Objectives:

To provide students with:

An in-depth knowledge of the use of information systems to support and promote management decisions in the context of the modern work environment and the ability to apply such knowledge to address management related issues.

An understanding and ability to evaluate and apply appropriate techniques, which achieves successful project management and implementation that is socially desirable and legally compliant.

An opportunity to demonstrate how to apply appropriate technological systems and infrastructures to support s business information systems solution.

Learning Outcomes:

At the end of the course the students will be able to:

Evaluate a range of information systems solutions.

Respond to a requirements specification by analyzing and designing contextually relevant solutions.

Determine effective strategies for managing information systems development.

Course Details

The course is designed for those who do not have the normal entry qualification of 4 GCSE passes at grade C or above. It may also be taken by mature students, over the age of 21 years, with two years-approved experience.

Course Structure - 6 modules

- F01 Communication Skills
- F02 Arithmetic
- F03 Computing Awareness
- F04 Use of Packages
- F05 Book-Keeping
- F06 Office Practice

Assessment: By a single 2 1/2 hour externally set examination paper.

Module F04 is assessed by the internal completion of a checklist defining the skills identified in the objectives which follow.

Candidates will be expected to be able to demonstrate their mastery of these skills to an external assessor.

In order to achieve a pass grade the candidate will be expected to demonstrate competence in ALL Level 1 objectives. To achieve a merit grade the candidate will be expected to demonstrate competence in ALL the Level 1 objectives BUT ALSO to demonstrate competence in at least 50% of Level 2 objectives in each of Wordprocessing, Spreadsheet, and Database sections.

Awarding Body- IMIS



Course Duration - 12 Months