

<b>College</b>	
<b>Name &amp; Role</b>	Jacqui
<b>Unit Name(s) &amp; Code(s)</b>	Information and Communication Technology in Business F84W 35
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## Learners

### ***Description & Common Characteristics etc.***

- Business Studies students – FT
- Administration & IT students FT
- 2 different campus

## The Context

### ***Target Outcomes, Knowledge and/or Skills, Performance Criteria, Evidence Requirements***

#### **Outcome 1 IDENTIFY AND EVALUATE THE ROLE OF BUSINESS INFORMATION IN DECISION-MAKING**

##### Outcome 1 Knowledge and/or Skills

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

##### Outcome 1 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**

##### Outcome 2 Knowledge and/or Skills

- Data communication systems
- Security

- ICT innovations

#### Outcome 2 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**

##### Outcome 3 Knowledge and/or Skills

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

##### Outcome 3 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**

##### Outcome 4 Knowledge and/or Skills

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

##### Outcome 4 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**

#### Outcome 5 Knowledge and/or Skills

Presentation techniques

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

#### Outcome 5 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

#### ***Existing approaches to assessment for the Unit are:***

- Holistic assessment based on Case Study (paper based):
  - Outcome 1 & 2 – Report
  - Outcome 3 – Completion of a Project Plan template produced in MS Word
  - Outcome 4 – Completion of a Project done on Project Planning software and print screens of various stages of the entry process
  - Outcome 5 – Presentation (usually PowerPoint) of the Project in Outcome 4 or of a topic within the unit or other units within the award

### ***Staff experience/expertise in technology-enhanced assessment***

- 1 new to Moodle and Mahara
- 1 new to Mahara

## **The Solution Outcome 1**

### ***Descriptions***

- Use a rubric for marking

### ***Assessment Type:***

- Summative

### ***Rationale***

- Ensure consistent grading practice, prepare students for the expected standard

### ***Technology & Delivery Setting***

- Issue of a Case Study, students expected to produce a Report – Open Book

### ***Resources and Tools Required***

- Moodle, Rubric, Word Processor

### ***What the Tutor Does (and ICT skills required)***

- Sets up and releases Assignment on Moodle

### ***What the Students Do (and ICT skills required)***

- Students complete a report – based on a Case Study. Word processing, upload Word file to assignment

## **The Solution Outcome 2**

### ***Descriptions***

- As for Outcome 1

## **The Solution Outcome 3**

### ***Descriptions***

- Students to use Project Planning template on spreadsheet software to schedule the development of a given project brief

### ***Assessment Type:***

- Formative / Summative

### ***Rationale***

- There are numerous points within the plan where a student can make an error –

omitting tasks, predecessors or resources. Remediation can be very time consuming and likely to produce further errors

- The spreadsheet reduces the risk of errors (does not eliminate them) and speeds up correction time

### ***Technology & Delivery Setting***

- Practical Activity – Open Book.

### ***Resources and Tools Required***

- Spreadsheet software

### ***What the Tutor Does (and ICT skills required)***

- Issue Case Study which has guidelines to be interpreted
- Release Instructions on Moodle

### ***What the Students Do (and ICT skills required)***

- Complete spreadsheet template (data entry – row insertion and deletion)
- Submit completed template to Moodle assignment

## **The Solution Outcome 4**

### ***Descriptions***

- Use Project Management software to schedule the development of a given project brief.

### ***Assessment Type:***

- Formative / Summative

### ***Rationale***

- Students are required to provide print screens to prove that they have carried out certain tasks
- Each task will have an instruction and image per page

### ***Technology & Delivery Setting***

- Student must have access to Project Management Software

### ***Resources and Tools Required***

- Moodle - Quiz
- Project Management Software

### ***What the Tutor Does (and ICT skills required)***

- Staged Release of Pages providing instructions for tasks
- Pages are not released until feedback has been given so that the student is able to progress

### ***What the Students Do (and ICT skills required)***

- Upload Project at appropriate stages
- Insert images on appropriate pages

## **The Solution Outcome 5**

### ***Descriptions***

- Produce a presentation on ICT innovative technology

### ***Assessment Type:***

- Summative

### ***Rationale***

- Provides evidence for Outcome 2
- Ensure consistent grading practice, prepare students for the expected standard
- Integrates evidence for Presentation Skills - F84E 35

### ***Technology & Delivery Setting***

- Only the presentation file is required for Outcome 5 – Open Book, 5 slides
- Presentation Skills requires the student to produce 10 slides, complete a portfolio as well as presenting to an audience

### ***Resources and Tools Required***

- Moodle – quiz
- Rubric
- Presentation Software
- 2 other software packages for linking

### ***What the Tutor Does (and ICT skills required)***

- Set up assignment on Moodle

### ***What the Students Do (and ICT skills required)***

- Upload presentation
- Complete Portfolio for Presentation Skills
- Present to an audience for Presentation Skills

## **Outcomes**

### ***Implementation and effectiveness***

There were some problems with trying to paste the images for outcome 4. The rubric for outcome 1 & 2 was not made available to students but there was a debate about whether

we should do that – there was some reservation from the SQA EV about that – which was puzzling as that information is publicly available in the unit descriptors. The lecturers would actually like the SQA to produce rubrics to help marking consistency. Outcome 3 used to be done using a Word template (which created mistakes much easier) – the spreadsheet was much better using a common starting template (it helped the students spot their mistakes and remediate), which they use with the case study – it also speeds up the marking work as well. The work produced in the spreadsheet in Outcome 3 is then copied into MS project. No problems with EV are anticipated. Outcome 5 uses the presentation software, which satisfies some of the requirements for a SQA presentation skills unit as well and produces evidence for outcome 2. Interestingly they used a Quiz to deliver instructions and guidance for outcome 5.

### ***Student feedback***

Reactions so far have been positive

### **Reflections & Changes**

This has been a really positive development. A security issue about students taking the quiz questions away was expressed by the quality office to control unintended access to the quiz – so the quiz is only open during the time for an assessments and with an access password – needs monitoring to overcome chance of a security breach. So a quiz can be allocated to a group of students etc. This satisfied the quality office