

<p style="text-align: center;"><b>Guide to delivery of Unit 2: How Organisations Use ICT</b></p>
<p>General introduction to unit</p>
<p>Introduction to unit</p> <ul style="list-style-type: none"> <li>• What is an organisation?</li> <li>• Types of organisation</li> </ul>
<p>Functions within organisations</p> <ul style="list-style-type: none"> <li>• Organisational structure</li> <li>• What each function does</li> <li>• Who each function communicates with</li> </ul>
<p>Information and its use</p> <ul style="list-style-type: none"> <li>• Types of information needed</li> <li>• How it is collected</li> <li>• How it is processed</li> <li>• Typical features of key information</li> <li>• Communication of information</li> <li>• Information flow diagrams</li> <li>• Matching communication method to type of information and organisations' needs</li> </ul>
<p>ICT systems</p> <ul style="list-style-type: none"> <li>• What ICT systems are used by organisations</li> <li>• How these systems are used to process and communicate information</li> <li>• How ICT systems support each function</li> <li>• How these systems interact</li> <li>• Technological developments</li> <li>• Changes in working practices and employment opportunities</li> </ul>
<p>Legislation</p> <ul style="list-style-type: none"> <li>• Purpose of legislation</li> <li>• Effect on organisations</li> <li>• What organisations must do to comply</li> </ul>
<p>Preparation of notes in response to pre-released tasks in preparation for external assessment</p>