

Learning Assessment Guide

Unit Standard 2798 – Version 5

Demonstrate knowledge of the application and impact of computer technology in an organisation

Level 2 – 2 Credits

Assessment Summary			
Learner to complete			
Learner's name:			
Employer:			
NSN no. (ROL):		DOB:	
Signed:		Date:	
Assessor to complete			
<input type="checkbox"/> Meets requirements <input type="checkbox"/> More training required <input type="checkbox"/> More evidence required			
Assessor's name:		Assessor's No.	
Signed:		Date:	

Before you begin...

- As well as this Learning Assessment Guide, you may also want to refer to the unit standard from the NZQA website (<http://www.nzqa.govt.nz>).
- Read the Trainee Information Kit. The kit contains important information and guidelines for Learners and can be found on the Learning State website (<http://www.learningstate.govt.nz>) under Learners, then Learning Assessment Guides.
- Check the learning resources available for this unit standard on the Learning State website (<http://www.learningstate.govt.nz>) under Learners, then Learning Assessment Guides.

This Learning Assessment Guide is made up of:

- questions for you to answer
- assessment results that the assessor will use to assess your competence.

The tasks in this assessment are designed to show your assessor that you can demonstrate knowledge of:

1. computer technology (CT) as it functions within an organisation
2. the uses of CT in an organisation
3. the impact of CT in an organisation.

Assessment Task One – Elements 1, 2 and 3

The questions in task one are designed to allow you to demonstrate your knowledge of:

- computer technology as it functions within an organisation
- the uses of computer technology in an organisation
- the impact of computer technology in an organisation.

Task one questions

1. Name **three** different forms of computer technology used in your organisation.
2. What do these **three** forms of computer technology do for your organisation?
3. Select **three** of the following demonstrate knowledge of applications and identify and outline their uses in your organisation.
 - accounting
 - databases
 - spreadsheets
 - word processing
 - computer-aided design
 - multimedia
 - telecommunications.
4. Select **three** of the following computer technology activities and describe their functions.
 - backups
 - help desk
 - hardware installation
 - maintenance
 - data processing
 - network administration
 - system upgrades.

5. Select **three** of the following computer technology specialists and describe what they do.
- programmers
 - analysts
 - operators
 - technicians
 - help desk staff.
6. Using your, or other organisation(s) as examples, identify the impact of computer technology on **four** of the organisational activities listed below, and outline the nature of the impact identified.
- daily work
 - employment
 - finance
 - security
 - education (training)
 - health and safety.
7. Select **three** of the following computer technology control areas, identify the specific controls imposed, and the impact of the controls on the organisation.
- copyright
 - computer/ network access
 - privacy
 - computer viruses
 - internet access
 - e-mail.

Judgement Guide

These are the judgements that your assessor will use to assess you.

Do the answers demonstrate sufficient knowledge of a range of computer technology functions within an organisation?	Yes	No
Does the range and scope of the answers demonstrate sufficient knowledge of the uses computer technology in an organisation?	Yes	No
Do the answers demonstrate sufficient knowledge of the impact of computer technology in an organisation?	Yes	No