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|  | OCR Cambridge TEC (Introductory Diploma) in IT Spec 2016  **Unit 2 – Global Information (Exam unit)**  **L03 : Understand the use of Global Information and the benefits to individuals and organisations** | Student Name:­­­­ \_\_\_\_\_\_\_\_\_\_\_ **Grade Awarded by: \_\_n/a\_\_**  **Date Awarded: \_\_\_\_\_n/a\_\_\_** Grade: PASS/MERIT/DISTINCTION |

##### Unit 02 LO3 – Personalised Learning Checklist

*Note : This LO is worth 10 – 20%*

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| **Topic** | **ACTIVITIES** | | | | | | | | | | | | | | | **Secure?** |
| **3.1**  **DATA versus INFORMATION** | Produce a **TABLE or MINDMAP** that COMPARES the difference between Data and Information | | | | | | | | | | | | | | |  |
| **DATA** *(raw, unorganised facts that needs to be processed)* | | | | | | **INFORMATION** *(data which is processed, organised and structured into a meaningful context)* | | | | | | | | |  |
| **Can Compare the difference (in addition to each definition)**  The difference between the two is **CONTEXT.** *Data eg. Numbers 4, 5, 6, 7, 8 on their own are meaningless. They could refer to anything. However, if these numbers are shoe sizes within a family, the context gives them meaning. Then, when you list the shoe size for each person in the family, these become data again.* | | | | | | | | | | | | | | |  |
| **3.2**  **CATEGORIES of INFORMATION used by INDIVIDUALS** | Produce a **TABLE or MINDMAP** that IDENTIFIES the different CATEGORIES OF INFORMATION used by DIFFERENT HOLDERS OF INFORMATION (individuals) | | | | | | | | | | | | | | |  |
| **Communication** (eg. To send an email to a relation living overseas) | | **Education and Training** (eg. By a student to check their current grades on a hand written feedback sheet from their teacher) | | | | | | | | | | | **Entertainment** (eg. To read a film review in a magazine) | |  |
| **Planning** (eg. To use a shared electronic diary to arrange meeting dates) | | **Financial** (eg. To use a bank statement to help plan saving for a holiday) | | | | **Research** (eg.to look up a recipe online) | | | | | | | **Location dependent** (eg. To search for emergency dental care when on holiday) | |  |
| **Benefits** of using different categories of information by holders of information | | | | **Limitations** of using different categories of information by holders of information | | | | | | | | | | |  |
| **3.3**  **CATEGORIES of INFORMATION used by ORGANISATIONS** | Produce a **TABLE or MINDMAP** that IDENTIFIES the different CATEGORIES OF INFORMATION used by DIFFERENT HOLDERS OF INFORMATION (ORGANISATIONs) | | | | | | | | | | | | | | |  |
| **Knowledge Management and creation (**eg. To create an accurate model of key markets) | | **Management Information Systems (MIS)** (eg. To monitor staff training in a hospital ; the location and contact details of each charity worker in a disaster area; personnel record of all staff) | | | | | **Marketing, promotion and sales (**eg. To identify patterns or trends in sales figures) | | | | | | **Financial analysis modelling (**eg. To determine the top selling products; cash flow each week over a year) | |  |
| **Contact Management (**eg. To keep track of appointments at a doctor’s surgery) | | **Decision making (**eg. To decide the number of tents to be sent to a disaster area by a charity; the percentage of faulty items made each month by a manufacturer) | | | | | | | | **Internal and external communication (**eg. To inform all staff of office closures over the Christmas period) | | | | |  |
| **Big Data** ie. any data that is either too large or too complex for traditional data analysis techniques to be used(eg. The web clicks of a major online retailer, health data on the population of an entire country) | | | | | | **Benefits** of each categories of information | | | | | **Limitations** of each categories of information | | | |  |
| **3.4 Stages of DATA ANALYSIS** | Make sure you know these 8 stages of data analysis : | | | | | | | | | | | | | | |  |
| **Stage 1** : Identify the need (eg. What information is needed? what do we want to find out?) | | | | | | | | | | | | | | |  |
| **Stage 2** : define scope (e.g. content, detail, timescales, constraints | | | | | | | | | | | | | | |  |
| **Stage 3** : identify potential sources (e.g. sales figures, customer surveys) | | | | | | | | | | | | | | |  |
| **Stage 4** : source and select information (e.g. determine accuracy and reliability of sources, selecting the best) | | | | | | | | | | | | | | |  |
| **Stage 5** : select the most appropriate tools (e.g. charts, graphs, regression, trend analysis) | | | | | | | | | | | | | | |  |
| **Stage 6** : process and analyse data (e.g. set up a spreadsheet to produce a graph) | | | | | | | | | | | | | | |  |
| **Stage 7** : record and store information (Eg. Write a report based on the results of the processing) | | | | | | | | | | | | | | |  |
| **Stage 8** : share results (Eg. Send the report to stakeholders) | | | | | | | | | | | | | | |  |
| **3.5 Data Analysis Tools**  (eg.?...) see text book | Produce a **TABLE or MINDMAP** that IDENTIFIES different data analysis in a given context. | | | | | | | | | | | | | | |  |
| **Data tables** *(eg. Database table of patients)* | Visualisation of data *(eg. A pie chart showing sales of five leading trainers)* | | Trend and pattern identification *(eg. A line graph of last year’s sales per month)* | | | | | Data cleaning *(eg. Removing customers who have not made a purchase in the last two years)* | | | | Geographic information system/location mapping *(eg. Tracking the movement of shipping containers around the world)* | | |  |
| **3.6 Information System Structure** | Produce a **TABLE or MINDMAP** that IDENTIFIES the different Information System Stucture | | | | | | | | | | | | | | |  |
| **Open Systems** | | **Closed systems** | | | **Characteristics** of each info system structure | | | | Benefits of each | | | | | Limitations of each |  |