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|  | OCR Cambridge TEC (Introductory Diploma) in IT Spec 2016  **Unit 2 – Global Information (Exam unit)**  **L05 : Understand the process of FLOW of information** | Student Name:­­­­ \_\_\_\_\_\_\_\_\_\_\_ **Grade Awarded by: \_\_n/a\_\_**  **Date Awarded: \_\_\_\_\_n/a\_\_\_** Grade: PASS/MERIT/DISTINCTION |

##### Unit 02 LO5– Personalised Learning Checklist

*Note : This LO is worth 0 – 10%*

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| **Topic** | **ACTIVITIES** | | | | | | | | **Secure?** |
| **5.1**  **INFORMATION SOURCES & DATA TYPES** | Produce a **TABLE or MINDMAP** that IDENTIFIES the different Information Sources and Data types, the use and Justification | | | | | | | |  |
| **Information sources** 🡺 | | **Internal Source** *(eg. Internal financial reports, market analysis)* | | | | **External Source** *(eg. Supplier price lists, financial report from a third party)* | |  |
| **Data Types** 🡺 | | **Primary data** (*eg. Reports direct from employees, foot measurements taken in a shoe shop)* | | | | **Secondary data** *(eg. Survey results received from a market research organisation, interest rate charged on a loan from a bank)* | |  |
| **Qualitative data** *(eg. describing an opinion of an advertisement, overall impression on a new product )* | | | | **Quantitative data** *(Eg. Expiry date of medicines, the number of staff working in an organisation)* | |  |
| **Must know when to use Internal or External Source** | **Purpose & Justification for using each data type**  *Eg. it will be cheaper to use secondary data rather than gathering certain information eg. the number of people living in London.*  *However, if a company wants to establish how many people would buy their new product, using the sales figures of a rival company will not be accurate enough to gauge the success of its new product, therefore may be best to use primary data.* | | | | | | |  |
| **Must know when to use the different 4 data types described above** | **Purpose & Justification for using each Information source**  *Eg. when comparing its sales performance against the competition, an organisation needs to use internal source (its own sales performance) against the market report of sales performance of other organisations (external source)* | | | | | | |
| **5.2**  **DATA FLOW DIAGRAMS (DFDs)**  *\*\* Candidates are not expected to draw DFDs for this exam unit.* | Produce a **TABLE or MINDMAP** that explains the components of Data Flow Diagrams Level 0 and Level 1 | | | | | | | |  |
| **External entities** | **Processes** | | **Data stores** | **Data flows** | | **Standard symbols used** | **Data flows in one direction** |  |
| **Connectivity rules for drawing Level 1 DFD (at least one input or output for each external entity** | | | **Every data flowed is labelled** | **Every data flow connects to at least one process** | | **At least one input data flow and/or at least one output data flow for each process** | |  |
| **Impacts affecting the FLOW of INFORMATION in Information Systems**  *1.Data flow systems rarely completely fails to transfer data but may be delayed.*  *2.If the system is computerised, even partial system failure could result in a delay while the technology is improved.*  *3.Human error could result in data being lost or misfiled, so data needs to be found to ensure that the system works properly.*  *4.Breakdowns in working relationships can cause delays eg. data is needed from two parties* | | | | | | | |  |
| **DFD Level 0 :** also known as context diagrams, shows a data system in a little detail but gives some idea of how data flows through a system as a whole eg. DFD to show how sales information flows around Sales, Finance, Customer Service, Delivery, Marketing departments. | | | | | **DFD Level 1 :** only focuses on ONE system and therefore, in more detail than Level 0 DFD eg. focusing on how sales information flows in more detail in the Sales departments. | | |  |