

MODULE CODE:	EMPL4012	
TITLE:	Researching and Analysing Data	
DATED:	30/06/2014	
MODULE CO-ORDINATOR:	Glenn Behenna	
LEVEL:	4	
CREDITS:	10	
TEACHING METHODS:	Workshops (16 hours)	16%
	Directed Learning: (84 hours)	84%
JACS CODE:	N900	

AIM(S)

- To develop skills in the analysis of information and its translation into knowledge.

LEARNING OUTCOMES

By the end of this module students should be able to:

- identify and evaluate appropriate sources of information;
- apply an appropriate level of competence with workplace data handling;
- interrogate primary and secondary sources of information to construct an argument/ resolve a problem;
- demonstrate the effective use of various IT approaches, key numerical and statistical skills necessary for gathering and handling information.

CONTENT

Through task-based study, students will explore:

- potential sources of information to solve workplace problems;
- the ways in which numeracy, knowledge and reasoning are integral to most employment areas;
- statistics in the interpretation and analysis of data – averages, types of graph, arithmetic mean, standard deviation;
- basic computer use for numerical handling – excel spreadsheets, databases;
- the development of skills needed to utilise information gathered in a critical and analytical way;
- the ethical implications of gathering information and matters of data protection;
- Prof. Russell Ackoff's definitions of data, information, knowledge, understanding and wisdom.

ASSESSMENT

Coursework Assignment	100%
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Example: Students' work in groups to analyse a newspaper article, articulate a question, gather information and interrogate data to prepare an extended report presenting two sides of an argument

BIBLIOGRAPHY

Essential

Cottrell, S. *The Study Skills Handbook* (2nd edition). Hampshire: Palgrave MacMillan, 2003.

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Recommended

Cottrell, S. (2010) *Skills for Success: The Personal Development Planning Handbook* (2nd edition). Hampshire: Palgrave MacMillan.

Levin, P. (2004) *Write Great Essays*. Maidenhead: Open University Press.

Mercer, N. (2006) *The Guided Construction of Knowledge: talk amongst teachers and learners*. Clevedon: Multilingual Matters Ltd.

Pritchards, A. M. (2008) *Studying and Learning at University: Vital Skills for Success in your Degree*. London: Sage Publications.

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Glendinning P (2012) *Maths in Minutes: 200 Key Concepts Explained in an Instant*, London: Quercus.

Van Dyke J, Rogers J & Adams H (2009) *Fundamentals of Mathematics, Enhanced Edition*, Belmont, CA: Cengage Learning.

Hoyle C, Noss R, Kent P & Bakker A (2010) *Improving Mathematics at Work The Need for Techno-Mathematical Literacies*, Abingdon, Oxon: Routledge.

Websites

<http://www.bbc.co.uk/skillswise>

<http://www.nationalnumeracy.org.uk/home/index.html>.

<https://www.ncetm.org.uk/>

<http://www.mindtools.com>