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| **Minor Award Name** | **Information Communication Systems** |
| **Minor Award Code** | **5N1952** |
| **Level** | **5** |

**Suggested resources to support delivery:**

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| **Theme/Topic** | **Type** | **Relevance** | **Author/Source** | **Web Link** |
| Relationship between data and Information to include both the attributes of Information and  methods/ stages of information processing | On-line handout | Gives the differences between data and information | Cloud front | <https://d2ct263enury6r.cloudfront.net/HgsDfbgAC24DaFzuHLnLXFbKCTlbwoFLakDyZLliPIS0ERgX.pdf> |
| Website | More Comprehensive explanation of differences between data and information | Tutor2u | <http://www.tutor2u.net/business/reference/the-difference-between-data-and-information> |
| Website | Explains the characteristics of good information | Contented writer | <http://www.contentedwriter.com/characteristics-of-good-information/> |
| On-line handout | Explains the basic stages of information processing | Wong Sir  T.S Wong | <http://www.wong-sir.com/cit/information_processing/information_processing_stages.htm> |
| Evaluate the role of Comparison  Exception Reporting and feedback in Information Flows | Website | Explains what is meant by exception reporting with examples | The Accounting Library  Charles Chewning | <http://www.accountinglibrary.com/blog/exception-reporting-2/> |
| Information Systems | On-line chapter | Comprehensive description of information systems with real world examples | Pressbooks  David T. Bourgeois | [https://bus206.Pressbooks.com/chapter/chapter-1/](https://bus206.pressbooks.com/chapter/chapter-1/) |
| PowerPoint Presentation  (download) | Very detailed description of information systems from TPS to MIS systems | DIT | <http://www.google.ie/url?sa=t&rct=j&q=&esrc=s&source=web&cd=1&ved=0ahUKEwihzeWQhtHOAhULIMAKHWNqCI0QFggiMAA&url=http%3A%2F%2Fwww.comp.dit.ie%2Fdmanley%2FIT%2520management%2520%2520DT249%25203%2Fenterprise%2520information%2520systems%2Ftransaction%2520processing%2520system%2520and%2520managment%2520information%2520system.pptx&usg=AFQjCNEQ82iFZg7fjc6DmJAkOD12mGl-iw&bvm=bv.129759880,d.ZGg> |
| Website | Excellent page showing the different levels of information in an organisation and the information systems that correspond and examples of what they are used for | Chris Kimble | <http://www.chris-kimble.com/Courses/World_Med_MBA/Types-of-Information-System.html> |
| Differences between hard and soft information | YouTube Video | A very short simple video introducing IS | National Computing Service Scotland  [Charlie Love](https://www.youtube.com/channel/UCtYF3ubHXYN69uTZL0x0BIg) | <https://www.youtube.com/watch?v=Qujsd4vkqFI> |
| Webpage | Short explanation of hard and soft information | Objectivity | <http://www.objectivity.com/hard-data-vs-soft-data/> |
| Main components of a computer Processing System | Webpage | Short introduction to the basic components of a hardware platform | Byte Notes  Jawad Khan | <http://www.byte-notes.com/five-basic-components-computer-system> |
| Main components of a computer Processing System | Website | Different tabs on this site explains input, output, processing memory, system and application software | Explaining Computers  Christopher Barnatt | <http://explainingcomputers.com/hardware.html> |
| Website | Shows and explains with photographs the components of a PC | Gcflearnfree | <http://www.gcflearnfree.org/computerbasics/inside-a-computer/1/> |
| File organisation structure Data Collection Methods | Website | Explains different file organisation structures | Tutorial cup | <https://www.tutorialcup.com/dbms/file-organization.htm> |
| Webpage | Outlines and explains different data collection methods | Process flow | <https://processflows.co.uk/data-capture/methods-of-data-capture/> |
| Data Security / Integrity | Webpage | Explains what is meant by data integrity | Veracode  [Michael Teeling](http://www.veracode.com/blog/author/michael-teeling) | <https://www.veracode.com/blog/2012/05/what-is-data-integrity/> |
| Data Security / Integrity | Website | Article regarding data security/integrity with further explanations (by clicking hyperlinks) of the various terms used. | Whatis  Matthew Haughn, Stan Gibilisco | <http://whatis.techtarget.com/definition/Confidentiality-integrity-and-availability-CIA> |
| Legal responsibilities of Data Controllers | Website  Downloadable Pdf booklet | Website of the data protection commissioner detailing the data protection act. | Data Protection Commissioner | <https://www.dataprotection.ie/docs/A-Guide-for-Data-Contollers/696.htm> |
| Ergonomics | Webpage | Gives the ultimate list to office ergonomics resources | Ergonomics Plus  Matt Middlesworth | <http://ergo-plus.com/office-ergonomics-guide/> |
| Website | Looks at ergonomic considerations in workstations | Cornell University | <http://ergo.human.cornell.edu/ergoguide.html> |
| Ergonomic factors affecting the design and use of computer facilities | Printable report | Looks at ergonomic factors involved in  Optimum computer workstation design | Constant Force Technology  Harry C. Sweere | <http://www.ergotron.com/portals/0/literature/whitepapers/english/ergonomic_factors.pdf> |
| How ICT has changed work and employment patterns | Website | Looks at how ICT has changed employment patterns | *BBC* | <http://www.bbc.co.uk/schools/gcsebitesize/ict/implications/2workpatternsrev2.shtml> |
| Website | Further details of how ICT has changed employment patterns | BBC | <http://www.bbc.co.uk/education/guides/z9fbkqt/revision> |
| Website | Looks in a series of points how ICT has changed employment | Channel 4 | <http://www.channel4learning.com/sites/gcsease/applied_ict/3_4_detail2.html> |
| Use of the Internet, e-mail and intranets in business | Website | Looks at the advantages and disadvantages of the internet | Zonealarm | <http://www.zonealarm.com/blog/2015/02/the-advantages-and-disadvantages-of-the-internet/> |
| Website | Why people use the internet | Blogtechnika | <http://www.blogtechnika.com/10-reasons-why-people-use-internet/> |
| Use of the Internet, e-mail and intranets  Stages in a range of data processing activities (sales, recruitment and wage payments) | Web page | Looks at why people use an Intranet | Teach ICT | <http://www.teach-ict.com/gcse_new/internet/intranet_extranet/miniweb/pg4.htm> |
| Webpage | Looks at six important stages in the data processing cycle | Enterprise Features | <http://www.enterprisefeatures.com/6-important-stages-in-the-data-processing-cycle/> |
| Website | Describes in detail data processing – the cycle, systems and types of processing | University of Tanzania | <http://www.unitanzania.com/2014/12/data-processing-cycle-systems-and-types.html> |
| Stages in a range of data processing activities (sales, recruitment and wage payments) | Webpage | Batch data processing systems explained by use of a payroll processing system | St. Andrews University | <https://ifs.host.cs.st-andrews.ac.uk/Books/SE9/Web/Architecture/AppArch/BatchDP.html> |
| Infographic | Process flow chart for recruitment | Red Continential | <http://www.redcontinental.net/process.html> |
| Infographic | Process flow chart for Sales | FishBowl | <https://www.fishbowlinventory.com/wiki/Sales_Order> |
| Cost Benefit Analysis | Website | Looks at what is meant by cost benefit analysis | Inc | <http://www.inc.com/encyclopedia/cost-benefit-analysis.html> |
| Use ICT to send, receive and forward data | Website | Tutorial on how to set up and use Microsoft Live | Microsoft | <http://windowslivemailtutorial.com/> |
| Website | Website detailing in step by step how to use the various features in Microsoft Live | John Wiley & Sons | <http://www.dummies.com/how-to/computers-software/operating-systems/Windows-7/Files-Folders-Applications/Windows-Live-Mail.html> |
| Microsoft Access | Website | Detailed instructions in how to use Microsoft Access | Gcf learnfree | <http://www.gcflearnfree.org/access2013/> |
| Website | Access tutorial from Microsoft | Microsoft | <http://www.quackit.com/microsoft_access/tutorial/> |
| Microsoft Access  Searching the Internet  Searching the Internet | Video | The first link in a series of youtube videos explaining how to use Microsoft Access | YouTube  Programming Knowledge | <https://www.youtube.com/watch?v=BUE-XJEHp7g> |
| Website | Great tips for using Google to search the web effectively | About Tech  Marziah Karch | <http://google.about.com/od/searchingtheweb/ss/useefectivesbs.htm#showall> |
| Website | Article from tech republic for smarter and efficient internet searches | Tech Republic  [Alan Norton](http://www.techrepublic.com/search/?a=alan+norton) | <http://www.techrepublic.com/blog/10-things/10-tips-for-smarter-more-efficient-internet-searching/> |

**Useful Organisations:**

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| **Name** | **Contact Information** |
| Further Education and Support (FESS) | [www.fess.ie](http://www.fess.ie) |
| Microsoft | <https://support.microsoft.com/en-ie> |

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| **MOOCs (Massive Online Open Courses)** | |
| Free access to online courses  Search regularly for new courses and new start dates | <https://www.mooc-list.com/> |
| <https://www.udemy.com/> |
| <https://www.courera.org/> |
| <https://www.gcflearnfree.org> |