

This note summarises the key areas which were discussed during the day. Student may use this list as guidance for self study if he/she was absent.

<u>Date</u>	5 th June 2010	0730 to 1330
<u>Lesson</u>	4	Obtaining Data
<u>Areas</u>	4.1 to 4.11	
<u>Questions</u>	4.3, 4.6, 4.8 (excluding questions 17,18,19)	
<u>Home Work</u>	4.4,4.8(Questions 17,18 and 19) ,4.9,4.12	
<u>Special Instructions</u>	Students were advised to read 4.10 and 4.11 and answer the questions available under 4.12	

1. Learning outcomes were discussed and their relevance for the area was mentioned
2. Difference between primary and secondary data was discussed with examples from business sector as well as in personal life.
3. Three main sources of secondary data was discussed and illustrated.
4. Importance of data and difference between data and information. Features of good information was discussed in detail
5. Introduction of the concept of population and sample, highlighting the reasons why it may not be possible to collect data from the entire population
6. Definition of biased and unbiased sample and the idea of sample error
7. Introduction and illustration of different sampling methods, problems of random sampling and the difference between the stratified random sampling and quota sampling
8. Guidelines for Designing questionnaire
9. Concepts of 'respondent privacy' and ' interviewer bias' and it's impact
10. Different methods of contacting respondents, their advantages and disadvantages

<u>Date</u>	5 th June 2010	0730 to 1330
<u>Lesson</u>	10	Spreadsheets
<u>Areas</u>	10.1 to 10.2	
<u>Questions</u>		
<u>Home Work</u>	10.2	
<u>Special Instructions</u>	Students were asked to send their work answers for 10.2 on or before 9 th June 2010	

1. Discussion of learning outcomes and the wider scope of learning outcomes over multiple areas
2. Illustration of the purposes for which excel can be used
3. Introduction to excel formatting options