

Duration: 2 hours 30 mins

Course level: Introductory

Delivery method: Online

Introduction

Effective analysis of information can reveal how a business is performing and help people make the right business decisions.

Analysing Information explores the difference between data and information. It introduces data analysis techniques including ratios, percentages and averages, and explains how these techniques can be used to monitor business performance. It also considers non-numerical information and how to structure and organise documents effectively.

This course will help employees learn how to gather, interpret, analyse and present business information to identify a business's key strengths and weaknesses and help identify how its operations can be improved.

Who is the course for?

Analysing Information is for people who are likely to become line managers. It is also suitable for those who are already in the post, but have had little or no formal training and limited work experience.

The easy to follow, step-by-step format of this course means participants can work at their own pace, making it ideal for anyone new to the subject.

There are no formal entry requirements and the course assumes no specialist knowledge, although participants should ideally have basic numerical skills.

What will you get from this course?

When you have completed this course you will be able to:

- describe the difference between data and information
- use data analysis techniques such as ratios, percentages and averages
- use charts and diagrams to interpret and present numerical information.

Course features

Using audio, graphics and on-screen text to summarise the key points, **Analysing Information** gives you a theoretical introduction to understanding and analysing business information.

The course consists of a series of case studies and simple exercises such as multiple choice and true or false questions. After each exercise you'll be given feedback on how you've done.

You can print a transcript of each screen's audio component for future reference. The course also includes a glossary of business terms, an alphabetical list of business "thought leaders", and a resources section featuring links to useful online business resources.

You can start this online course straight away and work on it at any time, provided you have access to a computer with an internet connection. The course is available for six months from the date first accessed.

Other courses you might be interested in

Excel 2003
ECDL Spreadsheets
Using Information for Decisions

Course code: 100594BT047

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