1. Think about 2 functional areas at college. How do digital technologies support their operations? What benefits do digital technologies offer over the traditional manual system?
   1. One of these is the electronic barriers at the entrances that allow people entry only if they have valid student ID badges. This is advantageous over a manual system as it removes the need for someone to manually check badges, saving time and money (hiring people to check).
   2. Another is using ID badges for purchasing on-site items such as food, this offers the advantage of not needing to count cash which would leave room for mistakes, digital money can be calculated and subtracted by a computer, also saving time.
2. What are the risks associated with using cloud providers?
   1. If your internet or cloud provider’s systems go down, you lose access to your data for that period of time

What is data?

* Data is raw facts and figures without meaning

What is information?

* Information is processed data that has meaning and context
* Information is organized or class coordinated data, which has some meaningful values for the receiver

What is the difference between data and information?

* Data is unprocessed, information is processed and meaningful

How does data transform into information?

* Data becomes information when it is organized and has meaningful value

How does data become knowledge?

* Data becomes knowledge when it is understood. This happens through experience, analysis, and learning

Write down the definitions for:

* Data
  + Data is unprocessed and without meaning
* Information
  + Information is processed data with meaningful value
* Knowledge
  + Knowledge is information that is understood