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processing

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**QuestionNO:1 (a)** why we define different needs before taking any task, elaborate your answer.

**Answer(a):-** we need to define different needs because we should have proper knowledge about the task that they want to do, like we should know about the environment in which we can complete our required task according to uses need environment is certain that can affect the task, And we must have the proper resources, like (money, budget, people).

**Question1(B)** what information is required if a person is thinking to start a specific business, also discuss different sources of information.

**Answer(B): -** requirements for different types of business for starting a specific business we have to be a unique name of our company or business like (trademark, name) the main thing is to formulate the idea of a business that it should work or not or we can get profit of it or not also have a proper information that the business legal or not, the source of information can be local authorities, government, internet or the organization that can be related to that business

## **Question (2):** - what is organization? explain different types of organization in details

**Answer:** - Organization refers to a collection of people, who are involved in pursuing defined objectives. It can be understood as a social system which comprises all formal human relationships. The organization encompasses division of work among employees and alignment of tasks towards the ultimate goal of the company.

It can also be referred as the second most important managerial function, that coordinates the work of employees, procures resources and combines the two, in pursuance of company's goals.

### Process of Organization

- **Step 1:** Determination and classification of firm's activities.
- **Step 2:** Grouping of the activities into workable departments.
- **Step 3:** Assignment of authority and responsibility on the departmental executives for undertaking the delegated tasks.
- **Step 4:** Developing relationship amidst superior and subordinate, within the unit or department.
- **Step 5:** Framing policies for proper coordination between the superior and subordinate and creating specific lines of supervision

## **Types of organization**

There are two main types of organization

(1) formal organization

(2) inormal organization

### **1. Formal Organization: -**

Formal organization introduce a systematic flow of interaction among the employees effectively. The management specifies a clear boundry of authority and responsibility and ensures the achievement of organizational goals collectively also.

Formal organization facilitates coordination, interlinking and integration of the diverse department within an enterprise. It lays more emphasis on the work to be done without stressing much on interpersonal relationships

### **2. Informal Organization: -**

informal organisation is fluid and there are no written or predefined rules for it. Essentially, it is a complex web of social relationships among members which are born spontaneously. Further, unlike the formal organisation, it cannot be forced or controlled by the management.

there are no defined structures or lines of communication, the interactions can be completely random and independent

lines of communication tend to emerge in informal organisation.

Informal organisation, getting true feedbacks and reactions is not easy. Hence, in informal organisation, various limitations of formal organisation are covered up.

**Q3.** What are the difference between data and information? Give detail with proper examples and explanations.

**Ans:** - the difference between data and information are discussed below

1. **Data:** - raw facts related to things people, place or event, which are in unprocessed form and have no/ little meaning or facts, statistics used for reference or analysis. Numbers, characters, symbols, images etc which can be processed by a computer.

Data must be interpreted, by a human or machine, to derive meaning so data is meaningless.

Data exist in the following forms

### **1. Text: -**

It includes digits (0-9), letters (a - z), punctuation marks (,. /? etc), controlled characters (# @ \$ etc)

### **2. Audio: -**

It includes tunes and other sounds, voice

### **3. Images: -**

It includes dots, lines, circles, pictures.... etc

### **Example: -**

Yes, yes, no, yes, no, yes, no,

45, 63, 74, 56, 86,

111192, 111234

None of the above data sets have any meaning until they are given CONTEXT and PROCESSED into a usable form.

## **2. Information: -**

Data that has been processed with in a context to give it meaning, information is data that has been processed, information is interpreted data, information is meaningful

Example of information in a sentence: -

1. They're working to collect information about the early settlers in the region.
2. The pamphlet provides a lot of information on recent changes to the tax laws. etc







