

ID:11757

NAME: SALMAN KHAN

SUBJECT : INFORMATION SYSTEM AND
DATA PROCESSING

TEACHER: MUHAMMAD IBRAR KHAN

ANS:1 PART (a): Because No single task in our life can be done without decision

making. For every assignment we undertake, there has to be a process of making choices. Whenever we

are faced with choices, there is an inevitable need of selecting one particular course of action. Any task

can be done in various ways, but doing it simultaneously through all possible alternatives is virtually

impossible. This necessitates making a reasonable choice from all the options available.

An example can be taken for a person who wants to go to Islamabad. He can look at following option.

Go by train

Travel by air.

use of any the local bus.

As you can see, the decision to be made in this situation is faced with the availability of a set of combination

of alternatives.

- Every decision we take in daily life requires some sort of information about the alternatives available. For

instance, in the above example certain factors need to be considered before taking a decision.

How urgent it is to reach to Islamabad

- How much time is available to accommodate travelling, since each mode of travelling will take

different time to reach at the same destination?

- Whether bookings are available for the desired day and time.
- Is there any possibility of cancellation of booking or flight or bus service.
- Which bus service or airline to chose from, since various airlines and bus services are having

travelling facilities to Islamabad.

- Without the availability of relevant information, we may take a decision which is wrong or not to our

benefit. For instance if the person does not have complete knowledge of facts he might not be able to

take the right decision.

- Similar is the case with business. Businesses are run by organizations which are in-fact a group of people.

As individuals have choices to choose from, organizations also face various alternatives in day to day

operations, Decisions are made by individuals from the management.

ANS: 1 PART(b): information is required if a person is thinking to start a specific business Information is required in day to day decision making. Without the availability of right quantity of information at the right time, the process of decision making is highly affected. For this reason various

sources of information are used to extract information. Some of these are:

Newspapers

Internet

Marketing Brochures

Friends & Relatives

SOURCE OF INFORMATION:

Sources of information are generally categorized as primary, secondary or tertiary depending on their

originality and their proximity to the source or origin. For example, initially, findings might be

communicated informally by email and then presented at meetings before being formally published as a primary source. Once published, they will then be indexed in a bibliographic database, and repackaged

and commented upon by others in secondary sources. The designations of primary, secondary and tertiary differ between disciplines or subjects, particularly

between what can generally be defined as the sciences and the humanities. For example,

- The historian's primary sources are the poems, stories, and films of the era under study.
- The research scientist's primary sources are the results of laboratory tests and the medical records

of patients treated with the drug.

Written information can be divided into several types.

- Primary Sources
- Secondary Sources
- Tertiary Sources

PRIMARY SOURCE: Search Results

Featured snippet from the web

Image result for primary sources of information

umb.libguides.com

Primary Sources

A primary source provides direct or firsthand evidence about an event, object, person, or work of art. Primary sources include historical and legal documents, eyewitness accounts, results of experiments, statistical data, pieces of creative writing, audio and video recordings, speeches, and art objects. Some definitions of primary sources:

1. Primary sources are original materials on which other research is based

2. They are usually the first formal appearance of results in the print or electronic literature (for

example, the first publication of the results of scientific investigations is a primary source.)

3. They present information in its original form, neither interpreted nor condensed nor evaluated by writers. 4. They are from the time period (for example, something written close to when the event

actually occurred.

5. Primary sources present original thinking and report on discoveries or share new information.

Some examples of primary sources:

1. Scientific journal articles reporting experimental research results

2. Proceedings of Meetings, Conferences.

3. Technical reports

4. Dissertations or theses (may also be secondary)

5. Patents

6. Sets of data, such as census statistics

7. Works of literature (such as poems and fiction)

8. Diaries

9. Autobiographies

10. Interviews, surveys and fieldwork

SECONDARY SOURCE: Secondary sources are less easily defined than primary sources. What some define as a secondary source,

others define as a tertiary source. Nor is it always easy to distinguish primary from secondary sources.

For example,

- A newspaper article is a primary source if it reports events, but a secondary source if it

analyses and comments on those events. For secondary sources, often the best sources are those that have been published most recently. If you use a secondary source that was published decades ago, it is important to know what subsequent scholars have

written on the topic and what criticism they have made about the earlier work or its approach to the topic. Information can be taken from a wide variety of objects, but this classification system is only useful for a class of sources that are called symbolic sources.[8] Symbolic sources are sources that are intended to communicate information to someone.[8] Common symbolic sources include written documents such as letters and notes, but not, for example, bits of broken pottery and scraps of food excavated from a midden, regardless of how much information can be extracted from an ancient trash heap, or how little can be extracted from a written document.

TERTIARY SOURCE: Tertiary sources are sources that identify and locate primary and secondary sources. Tertiary sources of information are based on a collection of primary and secondary sources. 1. Works which list primary and secondary resources in a specific subject area

2. Materials in which the information from secondary sources has been "digested" - reformatted and condensed, to put it into a convenient, easy-to-read form.

3. Sources which are once removed in time from secondary sources

Some examples of tertiary sources:

1. Almanacs and fact books

2. Bibliographies (may also be secondary)

3. Chronologies

4. Dictionaries and encyclopedias (may also be secondary)

5. Directories

6. Guidebooks, manuals etc

7. Handbooks and data compilations (may also be secondary)

8. Indexing and abstracting tools used to locate primary & secondary sources (may also be

secondary)

9. Textbooks (may also be secondary)

ANS 2:ORGANIZATION: A structure through which individuals cooperate systematically to conduct business. It is a collection of

people working under predefined rules and regulations to obtain a set of objectives. It is a stable formal

social structure. It takes resources from the environment and processes them to produce outputs. By coordinated and planned cooperation of the elements, the organization is able to solve tasks that lie

beyond the abilities of the single elements. The price paid by the elements is the limitation of the degrees

of freedom of the elements. Basically, an organization is a group of people organized to accomplish an overall goal. Organizations can

range in size from two people to hundreds of thousands

TYPES OF ORGANIZATION:

flat organization.

functional organization.

divisional organization.

In the same way that no two people can ever be the same, no two companies are identical. Although one may come across as having similar organizational structures within an industry, there will always be subtle differences between the firms.

The main reason for adopting a structure is to outline a clear hierarchy of the different company positions. In such a manner, every subordinate knows who to report to. Considering how vital an organizational structure is to the different facets of the business, managers should take their time determining the type of structure to take on. This article highlights the main types of organizations that currently exist.

FLAT ORGANIZATION :A flat organization is unlike any other corporate structure. It's exactly as its name suggests. While individuals may hold an expertise hierarchy and job titles are not stressed among general employees, senior managers and executives. In a purely flat organization, everyone is equal.

Flat organizations are also described as self-managed. The idea behind this organizational structure is to reduce bureaucracy so as to empower employees to make decisions, become creative problem solvers, and take responsibility for their actions. Since there are minimal or no levels of middle management, a company that adopts this structure will end up being more productive by speeding up the decision-making processes.

Apart from increased productivity firms with flat organizations have leaner budgets since they don't involve any pricey middle-management salaries. The only thing to keep in mind is that this structure works best for small to medium sized companies. This way a firm can decentralize decision-making while still maintaining its corporate integrity.

FUNCTIONAL ORGANIZATION: Also referred to as a bureaucratic structure, a functional organization is one that divides a firm's operations based on specialties. Ideally there's an individual in charge of a particular function. It's like any typical business that consists of a sales department, human relations and marketing department. It means that every employee receives tasks and is accountable to a particular specialist.

A functional organization confers several benefits. For one, there's a total specialization of work meaning that every employee gets professional guidance from a specialist. Secondly work is performed more efficiently since each manager is responsible for a single function. The only drawback to adopting a functional organization is the fact that there's a delay in decision making. All the functional managers must be consulted when making major decisions, which can take time.

DIVISIONAL ORGANIZATION: A divisional organization structures its activities around a market product, or specific group of consumers. For instance, a firm can operate in the United States or Europe, or sell products focused on a specific group of customers. Gap Inc. is the perfect case in point. It runs three different retailers - Banana Republic, Gap and Old Navy. Although each one operates as a separate entity that caters to different consumer segments, they are all under the company Gap Inc. brand.

General Electric is another ideal example; it owns numerous firm's brands and assets across different industries. Although GE is the umbrella corporation each division works as an individual firm. The diagram below will give you an idea of what a divisional

ANS: 3 DATA: Data represents facts of any kind. In the process of recording important particulars of any event, it is the

discretion of the management, what should be recorded and how it should be presented. However when

this data is processed or reformatted, it becomes information. Information is a subset of data which adds

to the knowledge. It is not enough to have data (such as statistics on the economy). Data themselves are fairly useless, but when these data are interpreted and processed to

determine its true meaning, they becomes useful and can be named as Information.**EXAMPLE:** Electronics. A digital camera converts raw data from a sensor into a photo file by applying a series of algorithms based on a color model.

Decision Support. ...

Integration.

Automation.

Transactions.

Media.

Communication.

Artificial Intelligence **EXAMPLE:**A very simple example of a data processing system is the process of maintaining a check register. Transactions— checks and deposits— are recorded as they occur and the transactions are summarized to determine a current balance. Monthly the data recorded in the register is reconciled with a hopefully identical list of transactions processed by the bank.

A more sophisticated record keeping system might further identify the transactions— for example deposits by source or checks by type, such as charitable contributions. This information might be used to obtain information like the total of all contributions for the year.

The important thing about this example is that it is a system, in which, all transactions are recorded consistently, and the same method of bank reconciliation is used each time