Information system and data processing

Q 1:-

  a)Why we define different needs before taking any task, elaborate your answer.

Ans a:- Decision is required to be taken in day to day life. No single task can be done in our daily life without making decision. So decision is the main needs before taking any task. For every assignment we undertake , there has to be process of making choices. Whenever we are faced with choices , there is invatible need of selecting one particular course of action. Any task can be done in different ways, but doing it simultaneously through all possible alternative we

have is virtually impossible . Therefore we select correct need to perform the task easily and faster with no error or mistake.

For example:

A person who want to go Islamabad . He can look at the following options.

➜ Use any of the local bus service available.

➜ Go by train.

➜ Travel by air.

As we can see in the above example the decision should be made in such situation which need to perform the task. But looking to the situation which decision should be made as

➜ Is how urgent to reach Islamabad.

➜ How much time is available to accommodate travelling , because each source

Of travelling take different time from another.

➜ Whether booking are available for the desire day and time we select.

➜ Which bus service or airline service to be selected because there are different

Services facilities are available.

There from above example we can take the conclusion that we define different need before taking any task, because there are different situation and different condition so looking to the task and situation we can take decision to perform easily the task.

Similar is the case of business. Businesses are run by organizations which are in-fact a group of people working together to perform task. As individuals have choices to choose from the given categories, organizations also face various alternatives in day to day operations, Decisions are made by individuals from the

management. And need to select the best one option to run business easily and perform desire task.

b)What information is required if a person is thinking to start a specific business, also discuss different source of information.

Ans :- 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. So if a person want to start a specific business

➔He/she need right quantity of information to successfully start business. The person can extract information from different source. Some of these are given below.

  ➔Newspaper

  ➔Internet

  ➔Marketing Brochures.

  ➔Friend and Relatives.

The person can extract information from these sources to start a specific information to achieve the desire business goals.

➔Different source of information:-

 Following are the different source of information.

   (i)   Primary   (ii) secondary   (iii)tertiary information

   Depending on their proximity to the source of origin.

   For example:

   Initially finding data that might be communicated informally by email and presented at meeting before being formally published as consider a primary source of information.

One published , they will then be indexed in a bibliographic database, and repackaged and commented upon by other is secondary source information.

➔**primary source**:-

Primary source are original materials in which other research is based. such as technical report, proceeding meeting ,conference, diaries ,autobiography, speeches etc.

➔**secondary source:-**

 Secondary source are less easily define than primary sources . Nor it is always easy to distinguish primary from secondary sources. For example A newspaper article is a primary if it report events , but a secondary source if it analyses and comments on those events.

➔**Tertiary source:-**

This is the most problematic category of all.

Work which list primary and secondary resources in a specific subject area.

For example directories , dictionaries may also secondary ,guidebook, manuals, chronologies etc.

Q :02:- What is different type of organization? Explain different types of organization in d

Ans 02:-Basically organization is group of people organized to accomplish an overall goal. Organization can range in size from two people to hundred of thousands. Some people might argue that organization are even larger.

A structure through which individuals cooperate systematically(under specific system) to conduct business and achieve desire goal. It is a collection of people working under predefined rules and regulations to obtain a set of

objectives. It takes resources from the environment and processes them to produce outputs which are the desire output everyone wants.

➔there are **three** size of organization

 i)<u>Small organization.</u>

ii)<u>Medium organization.</u>

iii)<u>Large organization.</u>

Different types of organization:

Three common type of organization as given below:-

(1) Functional Organization:-

Functional Organization is the most common type of organizational structures in the industry. It is adopted by many multinational and big companies, in many industries**.**

Most common form of organization. Grouped by area of specialization request and information is transmitted through head of departments.

(2) Projectized Organization:-

In project organization the entire company is organized by project. So the resources of the project are fully dedicated to the project activities. Project manager has the ultimate control of resources.

Entire company is organized by projects. Project manager have control of projects. No department for resources.

(3)Matrix Organization:-

 Matrix Organization attempts to get strengths of Projectized and Functional Organizations. Projectized Organizations ensure the dedication of project resources to the project. Therefore, projects have a higher probability of success.

Matrix organization aim to get benefits from these two previous organization.;

Including team member that report to the project manager and functional manager.

Matrix organization is subdivided into three sub categories:

(i)Strong   (ii)Balanced   (iii)Weak matrix

Diagramatically representation:

Functional organization	—	Projectized organization	—	Matrix organization

strong	Balanced	Weak Matrix
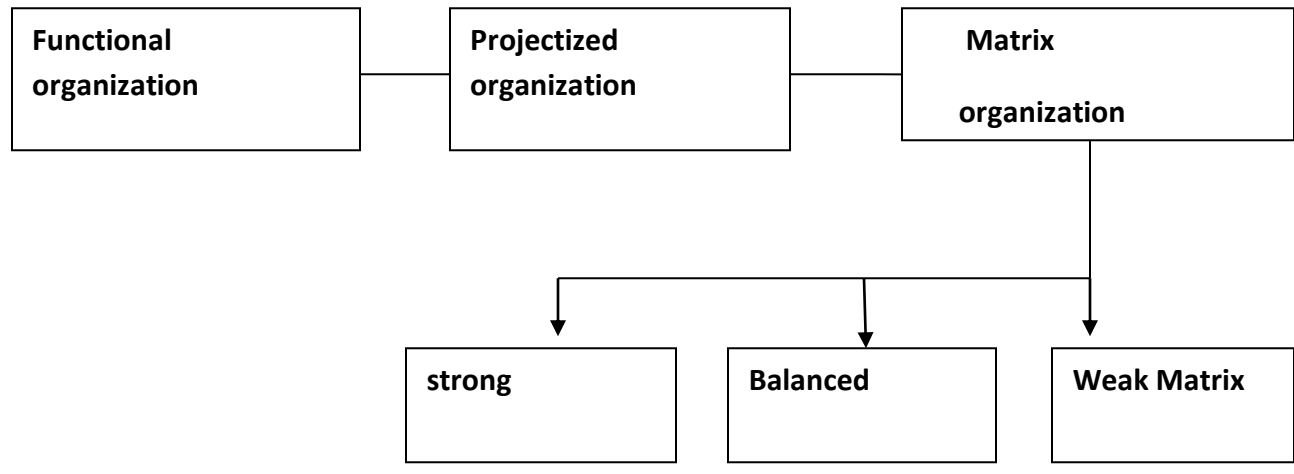
Q 03:-What are the difference between Data and Information? Give detail with proper example and; explanations.

Ans 03:- **Data:**

Data represent facts of any kind. Data can be simple at the same time unorganized unless it is organized. Generally data comprises facts, observation, numbers, statements , character in raw form etc.

Data is always interpreted, by a human or machine, to derive meaning. Data contain numbers, statements and character etc.

 Example: A day temperature, humidity, wind and speed of recorded are data.

Students names in class are data.

A students subject marks are Data

Information:

information is the processed form of data being verified and substantiated from various source. Information is processed , structured ,or presented in a given context to make it meaningful and useful.
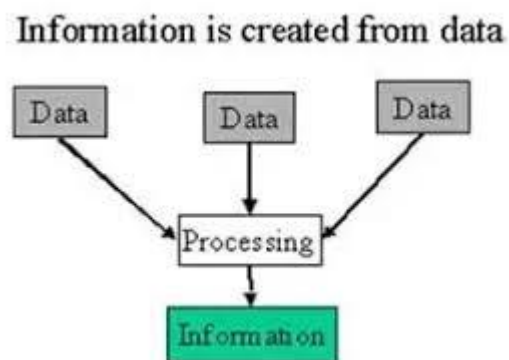
It also involves manipulation of raw data. Information assigns meaning and improves the reliability of the data . it help to ensure understanding and reduces uncertainty.

 Example:- while the percentage of weather as cool or warm is an information.

While name of students in alphabetical order are information.

And his percentage of marks, grade and position are information.

From the following diagram we can differentiate between data and diagram easily:

Information is created from data

Data   Data   Data

Processing

Information

THE END

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