

**Course: Information system and data processing**

**Program: BS (SE)**

**Instructor: Muhammad Abrar Khan**

**Examination: Midterm Assignment**

**Total Marks: 30**

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**Note:** Attempt all questions. Use examples and diagrams where necessary.

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CLASS: BS SE SECTION: B

**Q.1**

- a) Why we define different needs before taking any task, elaborate your answer.
- b) What information is required if a person is thinking to start a specific business, also discuss different sources of information.

**Answer1:**

a) Because without the availability of relevant information we may take a decision which may wrong or not to our benefit. For instance if a person do not have complete knowledge of facts he might not be able to take the right decision.

**b) Information if a person is thinking starting a specific business;**

Information is required in day to day decision making. Without a availability of right quantity of information at right time, the process of decision making will be highly effected. For this reason various source of information are use to extract information. Some of these are

Newspaper.

Internet.

Marketing Brochures.

Friends and relative.

**Different sources of information are:**

Source of information are generally categorized as

Primary source.

Secondary source.

Tertiary source.

Primary source:

Is a original material on which other research is based.

Secondary source:

It is less easily define than primary source. Secondary source are those which simplify the process of finding and evaluating the primary literature.

Tertiary Source:

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

**Q.2**

What is organization? Explain different types of organization in detail.

Answer2: Organization:

Organization is group of people organized to accomplish an overall goal. Organization can in range in size from two people to hundreds of thousands. Some people might argue that organizations are even larger. Organization have overall goals or mission. which is usually sub divided into various other goals are called strategic goals that in total will achieve the overall goals of the organization.

### **TYPES**

Flat organization

Functional organization

Divisional organization

Flat organization:

Flat organization are also described as self managed. The idea behind this organization structure is to reduce bureaucracy so as to empower employees to make decision, become creative problem solvers and take responsibility for their actions. since there is minimal or no level of middle management a company that adopts their structure well can end up being more productive by speeding up the decision making process.

Functional organization:

A functional structure is one that divides a firm operation based on specialties. Ideas, there s an individual in charge of a particular function. It like any typical business that consist of a sales department, human relation and marketing department. It means that every employee receives tasks and is accountable to a particular specialist.

Divisional organization:

A divisional organization structures its activities around a market, product or specific group of consumers. For instant a firm can be operate in the united states or Europe or sell products focused on a specific group of consumers. 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.

### **Q.3**

What are the difference between Data and Information? Give detail with proper examples and explanations.

Answer3: Difference Between Data and Information.

Data:

Data represents facts of any kind. In the process of recording important particular of any event, it is the discretion of the management , what should be recorded and how it should be presented. However the data is processed or reformatted it becomes information. Information is subset of data which adds to the knowledge.

Example; each students test score is one piece of information.

Information:

Information should be relevant so that it is valuable for the recipient. Although the processed form of information is more valuable then the raw form of data. Still all information is not value for everyone. Distributing common information to every one may result is waste of time and confusion. Irrelevant information has no value.

Example; The average score of class or the entire school is information that can be derived from the given data.

