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PROCESSING**

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Q 1:-

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

Ans a:- The 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 Karachi . 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 Karachi?

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.

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.

SOURCE OF INFORMATION

Following are the different source of information.

(1) Primary (2) Secondary (3) Tertiary information

1) PRIMARY SOURCE:-

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

2) 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.

3) 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.

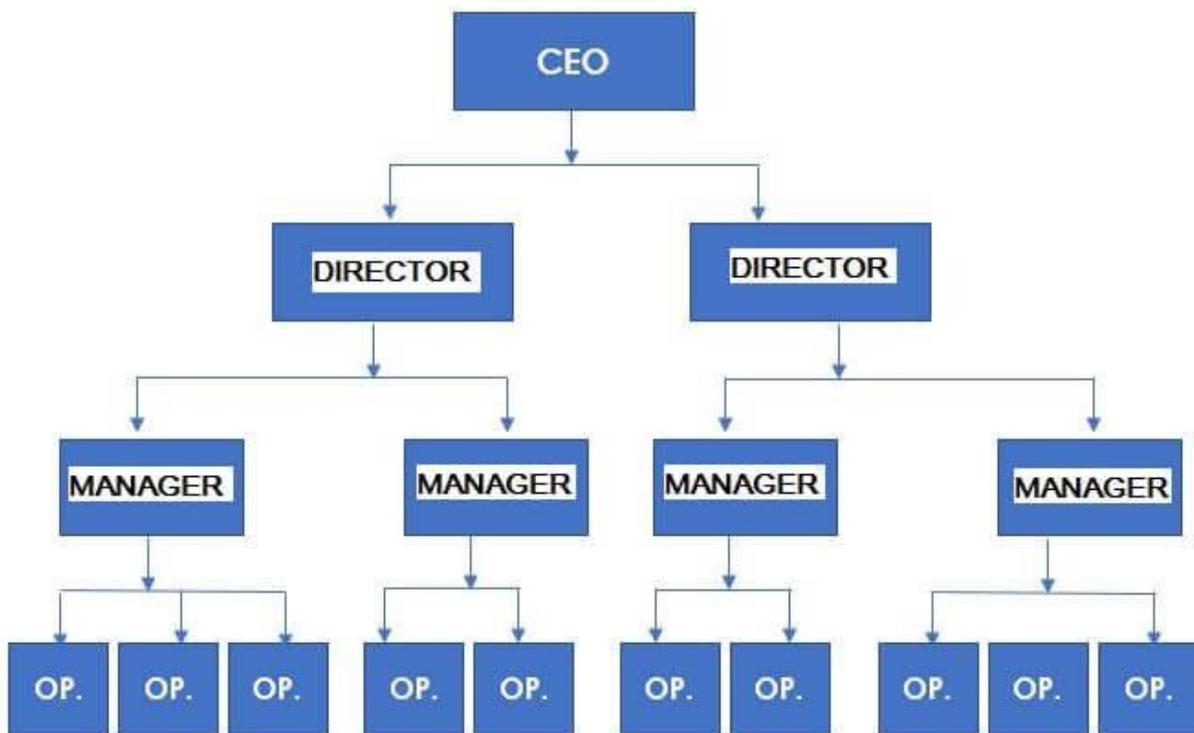
Q.2:-What is organization? Explain different types of organization in detail.

Ans:- ORGANIZATION:- . An organized group of people with a particular purpose , such as a business or government department. . It can range in size from two people to hundred of thousands. It exist because people working together can achieve more than a person working alone. It takes resources from the environment and processes them to produce outputs which are the desire output everyone wants.

Example:

Microsoft, General Electric, Google, Youtube, IBM, Starbucks ETC.

Structural Example:-



TYPES OF ORGANIZATION

There are different types of organization some of them are as follow:-

- 1) **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.
- 2) **FUNCTIONAL ORGANIZATION:-** 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.
- 3) **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.
- 4) **MATRIX ORGANIZATION:-** A matrix organizational structure is a bit more complex in that there's more than one line of reporting managers. It simply means that the employees are accountable to more than one boss.

**Q.3:- What are the difference between Data and Information?
Give detail with proper examples and explanations.**

Ans:- **DATA:-**

Data is a raw and unorganized fact that required to be processed to make it meaningful. Data can be simple at the same time unorganized unless it is organized. Generally, data comprises facts, observations, perceptions numbers, characters, symbols, image, etc.

Data is always interpreted, by a human or machine, to derive meaning. So, data is meaningless. Data contains numbers, statements, and characters in a raw form.

EXAMPLE:- Each student's test score is one piece of data.

INFORMATION:-

Information is a set of data which is processed in a meaningful way according to the given requirement. Information is processed, structured, or presented in a given context to make it meaningful and useful.

It is processed data which includes data that possess context, relevance, and purpose. It also involves manipulation of raw data.

Information assigns meaning and improves the reliability of the data. It helps to ensure undesirability and reduces uncertainty. So, when the data is transformed into information, it never has any useless details.

EXAMPLE:-

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

(Data are simply facts or figures — bits of information, but not information itself. When data are processed, interpreted, organized, structured or presented so as to make them meaningful or useful, they are called information. Information provides context for data.)

