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#### **Q.1**

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

**Ans:** When we define needs before taking any task because need for the purpose of deciding how much money somebody gets or for deciding on how much resources we are going to allocate for housing assistance, or for deciding what kind of programs and plans we are going to approve for all these various needs. A task is an action designed to contribute a specified end result to be.. The organization at a whole needs to know what tasks need to get accomplished.

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

**Ans:** Everything you need to know about how to start a business.... Think of a business idea, plus these people will become your first brand. Do you already.. what is your product or service and how will it develop? Then. If you are thinking about starting a business, you likely ... you need to ask yourself a few important questions: what is the.....

#### **Also discuss sources of information:**

Sources of information are generally categorized as primary, secondary and tertiary depending on their originality and their proximity to their source.

**1) Primary sources:** Primary sources present original thinking and report on discoveries or share new information.

**Example:**

- 1) letters and correspondence.
- 2) Government documents.
- 3) Speeches.
- 4) Technical reports.
- 4) Interviews, surveys and fieldwork.

**2) Secondary sources:** Secondary sources is comment on and discuss the evidence provided by primary sources.

**Example:**

- 1) Biographical works.
- 2) Commentaries.
- 3) Textbooks.
- 4) Dictionaries and encyclopedia.
- 5) Newspaper and popular magazine articles.

**3) Tertiary Sources:** Tertiary sources are works which list primary and secondary resources in a specific subject area.

**Example:**

- 1) Almanacs and fact books.
- 2) Directories.
- 3) Guidebooks, manuals etc
- 4) Textbooks.
- 5) Handbooks and data compilations.

**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. Organization is understood as planned, coordinated and purposeful action of human beings in order to construct.

**Different types of organizations:** This article on the different types of organizations explores the various categories that organizational structures can fall into. Organizational structures can

be tall, meaning the entry-level workers and top managers of the company. They can also be fairly flat, which means that there are very few levels between employees and their manager.

- **Flat Organization:** A flat organization is unlike any other corporate structure. Its exactly as its name suggests. While individuals may hold an expertise, hierarchy and jobs titles are not stressed among general employees, senior managers and executives.
- **Functional Organization:** A functional organization is one that divides a firms operation based on specialties. A functional organizational confers several benefits. For one, there a total specialization of work meaning that every employee gets professional guidance from a specialist.
- **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 Unit States or Europe, or sell product focused on a specific group of customers.
- **Matrix Organization:** A matrix organizational structure is a bit more complex in that there more than one line of reporting managers. It simply means that the employee are accountable to more than one boss. Most firms that take on this organizational structure often have two chains of command- functional and project managers .

**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 consists numbers, statements, and characters in a raw form.

**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 undecidability and reduce uncertainty. So, when the data is transformed into information.

**Examples of data and information:**

- The history of temperature readings all over the world for the past 100 years is data. If this data is organized and analyzed to find that global temperature is rising, then that is information.
- The number of visitors to a website by country is an example of data. Finding out that traffic from the U.S is increasing while that from Australia is decreasing is meaningful information.