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**COURSE NAME: INFORMATION SYSTEM AND DATA  
PROCESSING**

## **QUESTION NO. 1:**

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

## **ANSWER:**

We define different needs before taking any task 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. An example can be taken for a person who wants to go to Karachi. He can look at the following options.

- Use any of the local bus services available.
- Go by train
- Travel by air

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 is to reach Karachi?
- How each mode of travelling will take different time to reach at the same destination?
- Bookings are available for that day and time.
- Is there any possibilities to cancel the booking of flight, bus services, or train?
- Which bus service, or airline have the facility to travel Karachi?

**b:** What information is required if a person is thinking to start a specific business, also discuss different sources of information?

**ANSWER:**

1. Evaluate yourself
2. Think of a business idea
3. Do market research
4. Get feedback
5. Make it official
6. Write your business plan
7. Finance your business
8. Develop your product or service
9. Start building your team
10. Find a location
11. Start getting some sales
12. Grow your business

The different sources of information are:

1. Primary source
2. Secondary source
3. Tertiary source

**PRIMARY SOURCE:**

- Primary sources are original materials on which other research is based.
- They are usually the first formal appearance of results in the print or electronic literature.
- They present information in its original form, neither interpreted nor condensed nor evaluated by other writers.
- They are from the time period e.g. something written close to when the event actually occurred.
- Primary sources present original thinking and present original thinking and report on discoveries or share new information.

Some examples of primary sources:

- Proceeding of Meetings and Conferences.
- Technical reports
- Dissertations
- Patents

## **SECONDARY SOURCES:**

Secondary resources are less easily defined than primary resources. It's always easy to distinguish primary from secondary sources for example

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

Some definitions of secondary sources

- Describe interpret, analyze, and evaluate the primary sources.
- Comment on and discuss the evidence provided by primary source.

Some examples of secondary sources:

- Biographical works
- Commentaries
- History

## **TERTIARY SOURCES:**

Some definition of tertiary sources:

- Works which list primary and secondary resources in a specific subject area.
- Sources which are once removed in time for secondary sources.

Some examples of tertiary sources:

- Almanacs and fact books
- Chronologies
- Directories

## **QUESTION 2:**

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

### **ANSWER:**

An organization is group of people organized to accomplish an overall some people might argue that organization are even larger.

The different types of organization are:

#### **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 organization 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 creator problem solver, and take responsibility for their actions. Since there are minimal or no levels of middle management, a company that adopts this structure well can end up being more productive by speeding up the decision-making processes.

#### **FUNCTIONAL ORGANIZATION:**

Also referred to as a bureaucratic, a functional organization is one that divides a firm's operations based on specialties. Ideally there's an individuals in charge of a particular function. It's like any typical business that consists of a sale 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 efficiency since each manger is responsible for a single function.

### **DIVISIONAL ORGANIZATION:**

A divisional organization structure 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 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.

### **MATRIX ORGANIZATION:**

A matrix organizational structure is a bit more complex in that there's more than one boss. Most firms that take on this organizational structure often have two chains of command – functional and project managers. However this organization work bests for companies with large-scale projects.

### **QUESTION NO. 3:**

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

### **ANSWER:**

#### **DATA:**

Data is raw, unorganized facts that need to be processed. Data can be simple and seemingly random and useless until it is organized.

“Data” comes from a singular Latin word, datum, which originally meant something given. Its early usage dates back to the 1600s. over time “data” has become the plural of datum.

#### **For example:**

- Each student's test score is one piece of data.
- The history of temperature readings all over the world for the past 100 years is data.

- The number of visitors to a website by country is an example of data.

### **INFORMATION:**

When data is processed, organized, structured, or presented in a given context so as to make it useful, it is called information.

“Information” is an older word that dates back to the 1300s and has Old French and Middle English origins. It has always referred to the act of informing, “usually in regard to education, instruction, or other knowledge communication”.

### **For example:**

- The average score of a class or of the entire school is information that can be derived from the given data.
- If this data is organized and analyzed to find that global temperature is rising, then that is information.
- Finding out that traffic from the U.S increasing while that from Australia is decreasing is meaningful information.