NAME : **MASOOD SAID**

ID : **13723**

SEMESTER : **6**th

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INSTRUCTOR NAME : **MUHAMMAD ABRAR KHAN**

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Q.1:

ANS: (a)

We define different needs before taking any task. The following are the needs to perform Tasks

• A task statement is a statement of a highly specific action. It always has a verb and an object. It may have qualifiers, such as "measure distances with a tape measure." A task statement should not be confused with an objective that has conditions and standards

• A task has a definite beginning and end.

• Tasks are performed in relatively short periods of time. They are usually measured in minutes or hours.

• Tasks are observable. By observing the performance of a jobholder, a definite determination can be made that the task has been accomplished.

• Each task is independent of other actions. Tasks are not dependent on components of a procedure. A task is performed by an individual for its own sake.

Elaboration :-

So due above advantages and disadvantages the result out that from every task, Business and job applying we should know that we will successfully if we have a wee define planning for that purpose so planning is the essential and part the success of any task, business and to getting job.

ANS: (b)

Prepare a business plan and materials :

1. **An important first step is preparing a business plan :**
   To define your business, products and services, and outline your goals, operating procedures and competition. If your company needs funding from a traditional loan or venture capitalists, a business plan will be required. Make sure your plan includes a marketing approach, so people are aware of what you're selling and how to find you.
2. **Create a business logo, cards and stationery** :
   These items establish your company's identity and help potential customers find and remember you.

3. **Meet legal requirements :**
   Of course, incorporating your business or forming an LLC with the state is important because it protects your personal assets from business debts and liabilities. Other benefits of forming a corporation or LLC include tax advantages and greater credibility with customers, vendors and business partners**.**

4. **Select an accountant and attorney :**
   Many small business owners seek advice from accountants and attorneys. As you search for an accountant and attorney, get referrals from friends or family, and look for professionals who have worked with other small business owners or companies in your specific industry.

5. **Get necessary tax identification numbers, licenses and permits :**

A federal tax identification number, or employer identification number (EIN), acts like a social security number and is required for corporations and LLCs that will have employees. Contact your state's taxation department to learn if a state tax identification number is required in your state. Also keep in mind that most businesses need licenses and/or permits to operate—in your city, municipality, county and/or state.

6. **Insure your business and investigate other requirements:**
   Some industries have specific insurance requirements. Discuss your needs with your insurance agent to get the right type and amount of insurance. Remember to look into any other government tax and insurance requirements that might apply to your business, particularly if you have employees.

   For example:-
    Unemployment insurance
   Workers' compensation
   OSHA requirements
   Federal tax
   State and local tax

Self-employment tax

Payroll tax requirements (such as FICA, federal unemployment tax, and state unemployment tax)

Sales and use tax.

7. **Prepare yourself financially :**

Open a business bank account:- It is crucial to separate business finances from personal ones. Most banks require company details, such as formation date, business type, and owner names and addresses. If your business is not incorporated, most banks will require a DBA (doing business as or fictitious business name). Contact your bank about requirements prior to opening an account.

8. **Arrange your business accounting and apply for loans :**

You may want to use an accountant, or handle finances yourself with a small business accounting solution. Either way, properly account for all business disbursements, payments received, invoices, accounts receivable/accounts payable, etc.

9. **Establish a business line of credit**:

This will help reduce the number of times your company prepays for purchased products and services. It also helps establish a strong credit history, which is helpful for vendor and supplier relationships.

10. **Ready your workspace :**

For home-based businesses, ensure you are meeting city zoning requirements for your area. For non home-based businesses, you'll likely need to lease office space. Don't forget to purchase or lease furniture and office equipment to get your business up and running.

Q NO 2: What is organization?

ANS : **ORGANIZATION** :- It is a group of people to accomplish some specific task .

All members in an organization have same objective .

OR

A deliberate arrangement of people to accomplish some specific purpose (that individuals independently could not accomplish alone).

  common characteristics of organizations

    Have a distinct purpose (goal)

    Composed of people

    Have a deliberate structure.

Q NO 2:   Explain different types of organization in detail .

ANS :

1) **CORPORATION** A corporation is an organization—usually a group of people or a company—authorized by the state to act as a single entity (a legal entity; a legal person in legal context) and recognized as such in law for certain purposes. Early incorporated entities were established by charter (i.e. by an ad hoc act granted by a monarch or passed by a parliament or legislature). Most jurisdictions now allow the creation of new corporations through registration.

Where local law distinguishes corporations by the ability to issue stock, corporations allowed to do so are referred to as "stock corporations", ownership of the corporation is through stock, and owners of stock are referred to as "stockholders" or "shareholders". Corporations not allowed to issue stock are referred to as "non-stock" corporations; those who are considered the owners of a non-stock corporation are persons (or other entities) who have obtained membership in the corporation and are referred to as a "member" of the corporation.

2) **INTERNATIONAL ORGANIZATION** : An international organization (intergovernmental organization) is an organization established by a treaty or other instrument governed by international law and possessing its own international legal personality, such as the United Nations, the World Health Organization and NATO.

3) **PARTNERSHIP**: A partnership is an arrangement where parties, known as business partners, agree to cooperate to advance their mutual interests. The partners in a partnership may be individuals, businesses, interest-based organizations, schools, governments or combinations.

4) **COOPERATIVE**: A cooperative (also known as co-operative, co-op, or coop) is "an autonomous association of persons united voluntarily to meet their common economic, social, and cultural needs and aspirations through a jointly-owned enterprise".[1] Cooperatives may include

businesses owned and managed by the people who use their services (a consumer cooperative)

organizations managed by the people who work there (worker cooperatives).

AND MANY MORE TYPES …..

Q.3 : **What are the difference between Data and Information**?

ANS:

DATA :- Data is raw, unorganized facts that need to be processed. Data can be something simple and seemingly random and useless until it is organized.   E.g : Each student's test score is one piece of data.

Data is in the form of numbers, letters, or a set of characters.

Information that is collected

It never depends on Information

Data depends upon the sources for collecting data.

The data collected by the researcher, may or may not be useful.

INFORMATION :- When data is processed, organized, structured or presented in a given context so as to make it useful, it is called information.E.g : The average score of a class or of the entire school is information that can be derived from the given data.

Ideas and inferences

Information that is processed.

It depended on Data.

Information depends upon data.

Information is useful and valuable as it is readily available to the researcher for use.

Q.3: Give detail with proper examples and explanations?

ANS: EXPLANATION:- Although the terms "data" and "information" are often used interchangeably, these terms have distinct meanings. In some popular publications, data is sometimes said to be transformed into information when it is viewed in context or in post-analysis.[3] In academic treatments of the subject, however, data are simply units of information. Data is employed in scientific research, businesses management (e.g., sales data, revenue, profits, stock price), finance, governance (e.g., crime rates, unemployment rates, literacy rates), and in virtually every other form of human organizational activity (e.g., censuses of the number of homeless people by non-profit organizations).

Data is measured, collected and reported, and analyzed, whereupon it can be visualized using graphs, images or other analysis tools. Data as a general concept refers to the fact that some existing information or knowledge is represented or coded in some form suitable for better usage or processing. Raw data ("unprocessed data") is a collection of numbers or characters before it has been "cleaned" and corrected by researchers. Raw data needs to be corrected to remove outliers or obvious instrument or data entry errors (e.g., a thermometer reading from an outdoor Arctic location recording a tropical temperature). Data processing commonly occurs by stages, and the "processed data" from one stage may be considered the "raw data" of the next stage. Field data is raw data that is collected in an uncontrolled "in situ" environment. Experimental data is data that is generated within the context of a scientific investigation by observation and recording.