

Unit 1 : Introduction



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July-2023

1. Define data and information. List out types of data. March/April-2019, 2017

Data:

data is raw or unprocessed information that has been translated into a form to move or process.

Information:

information is collection of facts organized in such a way that they have additional value beyond the value of the facts themselves.

Types of data:

- (i) Manual Data
- (ii) computerized Data.

2. What is CBIS? July-2023, March/April-2019,

→ A computer based information system is a single set of hardware, s/w, database, telecom, people and procedures that are configured to collect, manipulate, store and process into information.



April/May-2016

3. Give the benefits of Information.

→ It helps to decisions makers to achieve their organization Goals.

Eg:

The value of information might be measured in time required to make decision or in increased profits of the company.

April/May-2016

4. List out various characteristics of valuable Information.

(i) Accurate

(ii) Complete

(iii) Economical

(iv) Flexible

(v) Relevant

(xi) Secure

(vi) Reliable

(vii) Simple

(viii) Timely

(ix) Verifiable

(x) Accessible

March/April-2014

5. What is feedback?

→ Feedback is the information (output) sent to an entity (individual or group) about its prior behaviour so that the entity may adjust its current and future behaviour.

to achieve the needed result.

6. What is process? March/April - 2019

- In information system, process involves converting or transforming data into useful output.
- It can involve making calculation, making comparisons and taking alternate action, and storing data for future use.

★ Long Answers:

1. Explain characteristics of valuable information. July - 2023, March/April - 2019

(i) Accurate (GIGO: Garbage in - Garbage Out):
Accurate information is error free.
In some cases, inaccurate information is generated because ~~in~~ incorrect data is feed into the transformation process

(ii) Complete:

complete information contains all the important facts. Eg: an investment report that does not include all important costs



isn't complete.

(iii) Economical:

Information should also be relatively economical to produce decision makers must always balance the value of information with the cost of producing it.

(iv) Flexible:

These ~~types~~ informations can be used for a variety of purposes. Eg information on how much inventory is on hand for a particular part can be used by a sales representative in closing sales.

(v) Reliable:

Reliable information can be dependable in many cases, the reliability of information depends on the reliability and the data collection method.

(vi) Relevant:

Relevant information is important

to the decision maker. Info that lumber prices might drop ~~any~~ may not be relevant to a computer chip manufacture.

(vii) Simple:

Info should be simple, not overly complex, sophisticated and detailed information may be needed. In fact, too much info can cause info overload.

(viii) Timely:

Timely information is delivered where it is needed. Knowing last week's weather conditions will not help when trying to decide what coat to wear today.

(ix) Verifiable:

Info should be verifiable. This means that you can check it to make sure it is correct, perhaps by checking many sources for the same information.

(x) Accessible:

Information should be easily

by authorized users to be obtained in the right format and at the right time meet their needs.

(X_i) Secure:

Information should be secure from access by unauthorized users.