DATA PROCESSING.

Data processing deals with how data is organized & processed in the computer.

DATA:

- ❖ Data is a collection of facts & figures, which can be processed to produce information.
- ❖ Data are the facts relating to an activity in a given environment.
  The activity can be Accounting, Inventory control, etc. Environment can be business, scientific, education, etc.

Examples:

- In an educational environment, when students sit for exams, the grades obtained represent the data to be processed by the computer. In this case, data can be *Names* of students & *Marks* obtained.
- In a business environment, data can be the No. of Hours worked, names of employees, Stock.

Data can also be described as **Raw data**, if they are not yet processed, i.e. if they do not convey particular meaning to a given activity within any given environment.

It therefore means that, **Data** are unprocessed information consisting of details relating to business transactions. For example, in a Payroll system, data are employee's names, basic salary, department number, marital status, etc.

DATA PROCESSING:

- ❖ The collection, manipulation & distribution of data (i.e.) letters, numbers & graphic symbols, to achieve certain objectives.
  The processing may involve calculations, comparisons, decision-making and/or any other logic to produce the required result.
- ❖ The activity of manipulating the raw facts to generate a set of meaningful data (described as **Information**), which is able to convey some meaning.
- ❖ Those activities, which are concerned with the systematic recording, arranging, filing, processing, and dissemination of facts relating to the physical events occurring in a business.

Data processing is a very important activity in any organization of any size or nature because it generates information for decision-making.

If the data processing uses complicated processing tools or aids, e.g. the computer, it is described as **Electronic Data Processing (EDP)**.

INFORMATION.

- ❖ Information is data, which is summarized and processed in the way you want it, so that it is useful in your work.
- ❖ Information is an assembly of meaningful data items.

The information in Payroll activity includes; Net pay, Total Tax deductions, etc. In Stock Control, the information generated includes; Closing stock, Total cost of the items, Purchases, Sales, etc.

The information is obtained by applying some processing procedures onto the raw data being input. For example, to get the Net pay in a Payroll activity, the procedure would be;

Net pay = (Basic salary + Allowances + Overtime, if any) — **Taxes**.

Information is the end product of data processing available at the right place, the right time and in the right form.

The information generated by the data processing activities is very important in the working strategies of any organization, because it is used by the organization to make decisions.

Characteristics/ Features of good Information.

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Business Data Processing California. State Department of Education,1963   **Business Data Processing & Computer Applications** ,   **Business Data Processing Occupational Performance Survey** Sidney D. Borcher,John W. Joyner,1973 The Center for Vocational and Technical Education is developing a system for acquiring and using occupational information effectively in designing and revising curricula This interim report is offered before completion of the major project so that the occupational information collected during the development of the system may be available for use by curriculum developers instructors and others involved in planning and conducting vocational and technical programs Sophisticated data processing machines can only carry out the prepared instructions worked out step by step by highly trained data processing workers The purpose of this survey was to collect occupational information that would be useful for revising and designing one and two year post high school data processing programs   *Business Data Processing* ,1977

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