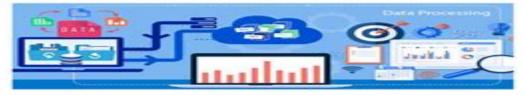
Administrative and Office Management

ELECTRONIC DATA PROCESSING

7

CHAPTER



LEARNING OBJECTIVES

At the end of this chapter, you should be able to:

- 7 1: to know the objectives of electronic data processing and its inevitable role at many places in our day-to-day lives;
- 7-2 to learn the inevitable role played by computer in a modern office;
- 7 3: to know the various basic internet terminologies.

7-1

Difference between Data and Information



Data as Explained

The name of a student, the scores/grades of students in certain subjects or personal details of a student – these all are what we call "data".

Information as Explained

If the data mentioned above are arranged according to alphabetical order, or as to the ranks of students, the presentation of data is called "information".

Types of Data

Data can be apportioned into various types depending upon the value contained:

- Qualitative when the data qualifies the characteristics of things e.g., cloudy days, bad eggs, etc.
- Quantitative when the data quantifies the measures of things, e.g., 100 kilograms, 5 litres, etc.
 - Numerical when the data consists of integer values or real numbers (fractions)
 - Character & String when the data consists of a sequence of alphabets and special characters, e.g., names, address

Database

It is a repository of data organized in the form of rows and columns. Each row is recognized as a record and each column is considered to be a field.

For example:

An employee database may contain the following columns:

- Employee Number
- Employee Name
- Employee Designation
- Employee Address, etc.



Perspectives On Electronic Data Processing

Jack B. Rochester

Perspectives On Electronic Data Processing:

Perspectives on Electronic Data Processing James D. J. Holmes, 1972 Use of Electronic Data Processing Equipment. Use of Electronic Data Processing Equipment United States. Congress. House. Hearings..88-1 United States, 1963 Committee on Post Office and Civil Service. Subcommittee on Census and Statistics, 1963 **Organizational and Social Perspectives on Information Technology** Richard Baskerville, Jan Stage, Janice I. DeGross, 2013-03-14 The articles in this book constitute the proceedings papers from the IFIP WG 8 2 Working Conference IS2000 The Social and Organizational Perspective on Research and Practice in Information Technology held June 1 0 12 2000 in Aalborg Denmark The focus of the conference and therefore this book is on the basic aim of the working group namely the investigation of the interrelationships among four major components information systems IS information technology IT organizations and society This basic social and organizational perspective on research and practice in information technology may have evolved substantially since the founding of the group for example increasing the emphasis on IS development. The plan for the conference was partially rooted in the early WG 8 2 traditions in which working conferences were substantially composed of invited papers For IS2000 roughly half of the paper presentations were planned to be invited the remaining half were planned to be double blind refereed in response to a Call For Papers Invited papers were single blind reviewed in order to provide the authors with pre publication feedback and comments along with the opportunity to revise their papers prior to its final incorporation in The Computer Sampler: Management Perspectives on the Computer William F. Boore, Jerry R. Murphy, 1968 this book

Algorithmic Discrimination and Ethical Perspective of Artificial Intelligence Muharrem Kılıç, Sezer Bozkuş Kahyaoğlu, 2023-10-21 This book delves into the complex intersection between artificial intelligence and human rights violations shedding light on the far reaching implications within the framework of discrimination and the pivotal role equality bodies play in combatting these issues Through a collaborative effort between the Human Rights and Equality Institution of T rkiye HREIT and Hasan Kalyoncu University the groundbreaking International Symposium on the Effects of Artificial Intelligence in the Context of the Prohibition of Discrimination took place on March 30 2022 in Gaziantep This book is the outcome of this symposium bringing attention to the alarming issues of bias and discrimination prevalent in the application of artificial intelligence With a commitment to Sustainable Development Goal 8 10 of safeguarding human rights in the digital realm and countering the adverse effects of artificial intelligence this work is an essential contribution to the Human Rights Action Plan Comprising an array of insightful chapters this book offers an in depth exploration of artificial intelligence technologies encompassing a broad spectrum of topics ranging from data protection to algorithmic discrimination the deployment of artificial intelligence in criminal proceedings to combating hate speech and from predictive policing to meta surveillance It aims to serve as a call to action urging societies and policymakers to acknowledge the potential threats posed by AI and recognize the need for robust legislative frameworks and ethical principles to ensure that international standards

on human rights are upheld in the face of technological advancements <u>Human Decision-Making Behaviors in Engineering</u> and Management: A Neuropsychological Perspective Pin-Chao Liao, Gui Ye, Jiayu Chen, Hanliang Fu, 2022-12-05

Electronic Government and the Information Systems Perspective Andrea Kö, Enrico Francesconi, Gabriele Kotsis, A Min Tjoa, Ismail Khalil, 2021-09-02 This volume LNCS 12926 constitutes the papers of the 10th International Conference on Electronic Government and the Information Systems Perspective EGOVIS 2021 held in September 2021 as part of the DEXA 2021 conference The event was held virtually due to COVID 19 pandemic The 13 full papers presented were carefully reviewed and selected from 21 submissions and focus on information systems and ICT aspects of e government The papers are organized in 3 topical sections e government theoretical background and cases identity management and legal issues artificial intelligence and machine learning in e government context Youth Unemployment, an International **Perspective** Constance Sorrentino, 1981 Computer Architecture and Organization (A Practical Approach) Chopra Rajiv, Boolean Algebra And Basic Building Blocks 2 Computer Organisation Co Versus Computer Architecture Ca 3 Ragister Transfer Language Rtl 4 Bus And Memory 5 Instruction Set Architecture Isa Cpu Architecture And Control Design 6 Memory Its Hierarchy And Its Types 7 Input And Output Processinf Iop 8 Parallel Processing 9 Computer Arithmetic Appendix A E Appendix A Syllabus And Lecture Plans Appendix B Experiments In Csa Lab Appendix C Glossary Appendix D End Term University Ouestion Papers Appendix E Bibliography Introduction to Electronic Data Processing Equipment Robert Computer Graphics and Database Management, 1991 James F. Cory, 1991 V. Oakford.1962 **CONTOURS OF** CONTEMPORARY LEGAL RESEARCH: A MULTIDISCIPLINARY PERSPECTIVE- VOLUME 3: CRIMINAL JUSTICE, FORENSICS, AND EMERGING LEGAL PARADIGMS Dr. Anuj Kumar Sinha, Dr. Meenakshi, Garima Dharamshaktu, Pooja Profit Perspectives in Atomic Energy American Dharamshaktu,2025-07-22 The Journal of Business Education ,1972 **Perspectives in Information Management** Charles Oppenheim, 1989 Management Association, 1957 **Perspectives on Information Management** Jack B. Rochester, 1982 Strategic Management of Complexity Susanna Mandorf, 2011-11 Doctoral Thesis Dissertation from the year 2009 in the subject Business economics Business Management Corporate Governance grade A Comenius University in Bratislava Department of Management course Corporate Management language English abstract KAPLAN NORTON suggested an enlargement or change of the BSC perspectives to be able to adjust the scorecard system to the individual situation of each company They were aware that their four classic perspectives were not the central dimensions for every time but need to be adjusted when the economic environment of a company changes Exactly such a change happened when the digital economy appeared That is a main reason why a new perspective is important to consider the e business strategy In practice most of the SME use only the four basic perspectives that are described in the fundamental literature They do neither dare to create alterations of the perspectives nor to change or modify the shown procedure These companies need a support how to add the e business perspective to consider the digital economy For this

reason it is necessary to give stimulation to the business practice how to handle goals structures and initiatives of such a new perspective There is a permanently increasing supply of hardware and software solutions to support or partly take over the processes of the company The balanced scorecard respects soft facts in its calculations In the digital economy these soft facts become more and more important In former times the managing directors of SME often ignored the knock on effect of soft facts They orientated mainly about financial figures But the digital economy has to consider different strategies Some statistics depict that even up to 80% of a company s profits in the digital economy depend on soft facts Managers have to learn dealing with soft facts and intrinsic values As DRUCKER says the experience of every employee can be used as a source of value added An employ **Process Control and Automation**, 1963 <u>Human Resource Planning</u>, 1986

Perspectives On Electronic Data Processing: Bestsellers in 2023 The year 2023 has witnessed a noteworthy surge in literary brilliance, with numerous captivating novels captivating the hearts of readers worldwide. Lets delve into the realm of popular books, exploring the fascinating narratives that have enthralled audiences this year. The Must-Read: Colleen Hoovers "It Ends with Us" This heartfelt tale of love, loss, and resilience has captivated readers with its raw and emotional exploration of domestic abuse. Hoover skillfully weaves a story of hope and healing, reminding us that even in the darkest of times, the human spirit can succeed. Perspectives On Electronic Data Processing: Taylor Jenkins Reids "The Seven Husbands of Evelyn Hugo" This spellbinding historical fiction novel unravels the life of Evelyn Hugo, a Hollywood icon who defies expectations and societal norms to pursue her dreams. Reids absorbing storytelling and compelling characters transport readers to a bygone era, immersing them in a world of glamour, ambition, and self-discovery. Discover the Magic: Delia Owens "Where the Crawdads Sing" This mesmerizing coming-of-age story follows Kya Clark, a young woman who grows up alone in the marshes of North Carolina. Owens spins a tale of resilience, survival, and the transformative power of nature, captivating readers with its evocative prose and mesmerizing setting. These top-selling novels represent just a fraction of the literary treasures that have emerged in 2023. Whether you seek tales of romance, adventure, or personal growth, the world of literature offers an abundance of engaging stories waiting to be discovered. The novel begins with Richard Papen, a bright but troubled young man, arriving at Hampden College. Richard is immediately drawn to the group of students who call themselves the Classics Club. The club is led by Henry Winter, a brilliant and charismatic young man. Henry is obsessed with Greek mythology and philosophy, and he quickly draws Richard into his world. The other members of the Classics Club are equally as fascinating. Bunny Corcoran is a wealthy and spoiled young man who is always looking for a good time. Charles Tavis is a guiet and reserved young man who is deeply in love with Henry. Camilla Macaulay is a beautiful and intelligent young woman who is drawn to the power and danger of the Classics Club. The students are all deeply in love with Morrow, and they are willing to do anything to please him. Morrow is a complex and mysterious figure, and he seems to be manipulating the students for his own purposes. As the students become more involved with Morrow, they begin to commit increasingly dangerous acts. The Secret History is a brilliant and thrilling novel that will keep you guessing until the very end. The novel is a warning tale about the dangers of obsession and the power of evil.

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