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BSIT2

1. DIFFRENTIATE DATA AND INFORMATION USE THE GIVEN PHOTO

**Sales Receipt (Raw Data)** – A receipt contains raw numbers, transaction details, and individual sales records. These numbers alone may not provide much insight.

**Quarterly Sales (Processed Data)** – When multiple sales receipts are aggregated, categorized, and structured into a report (such as a table of total sales per quarter), they become more meaningful.

**Sales Forecast (Information)** – By analyzing quarterly sales trends, businesses can make informed predictions about future sales, turning data into actionable insights.

**Difference Between Data and Information (Using the Image)**

* **Data:** Raw facts and figures, such as individual sales transactions recorded on a receipt.
* **Information:** Processed, organized, and analyzed data that provides meaning, such as a sales forecast based on quarterly sales trends.

2. DEFINE MANAGEMENT CITE THE NAME OF THE AUTHOR.

 According to **Frederick Winslow Taylor (1856-1915)**, – “Management is the art of knowing what you want to do and then seeing that you do it in the best and the cheapest way*.*“

3. DEFINE INFORMATION MANAGEMENT CITE THE NAME OF THE AUTHOR.

**"**Information Management: Strategies for Gaining a Competitive Advantage with Data" by **William McKnight (2013).**