TOPIC: THE ART OF INFORMATION PROCESSING.

DEFINITION

Information processing is the acquisition, recording, organization, retrieval, and dissemination of information. It refers to the manipulation of digitized information by computers and other digital electronic equipments known as Information Technology (IT).

Information processing systems include business software, operating systems, computers, networks and mainframe. A computer information processor processes information to produce understandable results. This processing includes the acquisition of information, recording, assembling, retrieval or dissemination of information. For example, in printing a text file, an information processor works to translate and format the digital information for printed form.

Procedure for Information Processing

1. Collation of information
2. Organization of information
3. Analysis of information
4. Interpretation of information

Collation of Information: This is to gather information together, examine it carefully, and compare it with other information to find any differences. It is the assembling of written information into a standard order. Collation differs from classification. Classification is concerned with arranging information into logical categories.

Information can be gathered through the following:
1. internal
2. ii. External

Internal information: Is gotten within an organization e.g about production performance, sales performance, standard operating procedures and manufacturing systems etc.

External Information: The information gotten from outside the organization e.g information about customers and markets. Organization of information: it refers to the standard protocols by which information is arranged. Data can be organized in various ways. The processes of organizing data include both electronic and non-electronic forms.

Ways of Organizing Information

1. **Category**: Using similarity and relatedness to classify information.
2. **Time**: We can categorize information using time or when time based sequence is important to the information.
3. Location: It is another way of organizing information most especially when information relates to a geographical place.
4. **Alphabet**: Alphabet can also be used in sorting information. It is the arrangement of information in an alphabetical order.
5. **Continuum**: This is used when comparing things across a common measure; highest to lowest. Best to worst. First to last etc.

Analysis of information: Is a process of inspecting, cleaning, transforming, and modeling data with the goal of highlighting useful information, suggesting conclusions and supporting decision making. Information can then be analyzed by using computers or manual methods. Information analysis will be very easy using database and spreadsheets.

Process of Analysis Information

1. Skim Scan
2. Determine accuracy, relevance and reliability of information.
3. Differentiate
4. Identify propaganda, bias etc.
5. Recognize omissions and faulty logic.
6. Recognize interrelationships.

Interpretation of information: Is the process through which organizations make sense of new information that they have acquired and disseminated.

Advantages of using computers for Information Processing
1. Tasks can be completed faster.
2. Large amounts of data can be processed by computers having error-free results.
3. Ability to store enormous amounts of data for future use.
4. The high reliability of components inside modern computers enables computers to produce consistent results.
5. Efficiency and productivity can rise.
6. Running cost becomes lower in the long run.
7. Tasks can be completed with little human intervention.
8. Overall security can be raised due to less human intervention.
9. Customer services can be improved due to more efficiently management and operations.
10. Sharing of data among computers makes communication possible.

Disadvantages of using computers for Information Processing

1. Initial investment cost can be high.
2. Extra cost is required to employ specialized staff to operate and design the data processing system.
3. Some jobs may be lost due to computerization and thus lower the morale of staff members.
4. Training and retraining of staff is required.
5. Face to face interactions among staff may be reduced.