

Key Terms
Chapter 1
Terminology and Basic
Concepts of Information Processing

1.	Batch processing	G
2.	Central processing unit (CPU)	D
3.	Decision support systems (DSS)	K
4.	Downtime	O
5.	Executive support Systems (ESS)	L
6.	Hard copy	B
7.	Information	E
8.	Information architecture	P
9.	Information technology (IT) infrastructure	H
10.	Interactive mode	A
11.	Knowledge work systems (KWS)	J
12.	Management information systems (MIS)	S
13.	Multiprocessing	X
14.	Multiprogramming	I
15.	Multitasking	F
16.	Office systems (OS)	U
17.	Online processing	N
18.	Soft copy	T
19.	Source data automation	M
20.	Source document	R
21.	Telecommuter	V
22.	Time-sharing	C
23.	Transaction processing systems (TPS)	W
24.	Turnaround time	Q

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- A. Frequent interchange between the user at the data entry terminal and the processor unit during execution of a program. (10)
- B. A paper copy of a document. (6)
- C. Operating system software that provides a fixed amount of time to a user for processing. (22)
- D. Computer system component that manipulates raw data, moves information, and performs required arithmetic or logic operations in a digital computer system; consists of a control unit and the arithmetic/logic unit. (2)
- E. Processed data that is timely, meaningful, and useful to the recipient. (7)
- F. Multiprogramming on a single user operating systems. (15)
- G. For efficiency, processing business transactions in a group at a future time. (1)
- H. A foundation that includes all the technical resources shared within the organization – computer hardware, software, storage, data management, and networks. (9)
- I. The concurrent execution of two or more application software programs in a computer system that serves multiple users. (14)
- J. An information system used by knowledge workers to create new information and knowledge. (11)
- K. An information system that uses transaction processing system and management information system data, as well as external sources in sophisticated analytical models to support semi-structured decisions. (3)
- L. An information system for senior management queries on external and internal data; projections about the future are provided for strategic decisions. (5)
- M. Eliminating the need for manually recording data on a source document and keying data input by using online terminals and input devices to enter data directly into the computer system at the time the business transaction originates. (19)
- N. A processing method where a user enters transactions through an input device that is directly connected to the computer system. (17)
- O. When the computer-based information system is not in operation. (4)

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- P. The conceptual design of how an organization achieves business processes (applications) and goals. (8)
- Q. The time it takes between submission of data to a computer-based information system and receipt of output information. (24)
- R. An original record of a business transaction.(20)
- S. An information system that uses transaction processing system data to provide management with online access for structured summary and exception reports that address management functions. (12)
- T. The electronic output viewed on a computer screen. (18)
- U. An information system used by all organizational levels to manipulate and disseminate information electronically. (16)
- V. An employee who works at home and is connected to the office data through a communication channel. (21)
- W. An information system basic to business operations that captures daily business transactions as records, has highly structured processing, and produces automatic output on a daily, weekly, monthly, or quarterly basis for supervisors and operations personnel of the functional areas. (23)
- X. The simultaneous execution of two or more application software programs in a computer system that serves multiple users. (13)