

Key Terms
Chapter 1
Terminology and Basic
Concepts of Information Processing

1. Batch processing _____
2. Central processing unit (CPU) _____
3. Decision support systems (DSS) _____
4. Downtime _____
5. Executive support Systems (ESS) _____
6. Hard copy _____
7. Information _____
8. Information architecture _____
9. Information technology (IT) infrastructure _____
10. Interactive mode _____
11. Knowledge work systems (KWS) _____
12. Management information systems (MIS) _____
13. Multiprocessing _____
14. Multiprogramming _____
15. Multitasking _____
16. Office systems (OS) _____
17. Online processing _____
18. Soft copy _____
19. Source data automation _____
20. Source document _____
21. Telecommuter _____
22. Time-sharing _____
23. Transaction processing systems (TPS) _____
24. Turnaround time _____

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- A. Frequent interchange between the user at the data entry terminal and the processor unit during execution of a program.
- B. A paper copy of a document.
- C. Operating system software that provides a fixed amount of time to a user for processing.
- 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.
- E. Processed data that is timely, meaningful, and useful to the recipient.
- F. Multiprogramming on a single user operating systems.
- G. For efficiency, processing business transactions in a group at a future time.
- H. A foundation that includes all the technical resources shared within the organization – computer hardware, software, storage, data management, and networks.
- I. The concurrent execution of two or more application software programs in a computer system that serves multiple users.
- J. An information system used by knowledge workers to create new information and knowledge.
- 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.
- L. An information system for senior management queries on external and internal data; projections about the future are provided for strategic decisions.
- 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.
- N. A processing method where a user enters transactions through an input device that is directly connected to the computer system.
- O. When the computer-based information system is not in operation.

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- P. The conceptual design of how an organization achieves business processes (applications) and goals.
- Q. The time it takes between submission of data to a computer-based information system and receipt of output information.
- R. An original record of a business transaction.)
- 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.
- T. The electronic output viewed on a computer screen
- U. An information system used by all organizational levels to manipulate and disseminate information electronically.
- V. An employee who works at home and is connected to the office data through a communication channel.
- 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.
- X. The simultaneous execution of two or more application software programs in a computer system that serves multiple users.