## BA SANGAM COLLEGE YEAR 13 COMPUTER STUDIES WORKSHEET 4

- 1. In the middle management, the flow of information in the supervisory level is mainly
  - A. Vertical.
  - B. Diagonal.
  - C. Horizontal.
  - D. Horizontal and vertical.
- 2. The role of the production department in any organization is to
  - A. Keep track of all financial activities.
  - B. Do basic research and relate new discoveries on the current or new product.
  - C. Find and hire people as well as handle matters like sick leave and retirement benefits.
  - D. Take the raw material and put people to work to turn out finished goods and services.
- 3. A structured computerized system performing the tasks on a routine basis with few decisions to be made by the workers is most applicable in the
  - A. Tactical management level.
  - B. Strategic management level.
  - C. Operational management level.
  - D. Supervisory management level.
- 4. Which of the following categories of personnel uses Management Information System?
  - A. workers
  - B. supervisors
  - C. top-level managers
  - D. middle level managers
- 5. Paula has requested Household Cleaners to cut and clean his lawn. His request will be recorded in
  - A. Sales Order Processing.
  - B. Accounts Receivable.
  - C. Accounts Payable.
  - D. Inventory.
- 6. The transaction processing system is concerned with
  - A. Providing support to management.
  - B. Recording of day to-day activities.
  - C. Creating specialized database.
  - D. Making strategic decisions.
- 7. The function of the Decision Support System is to
  - A. Handle accounting activities.
  - B. Produce predetermined reports.
  - C. Keep track of routine operations.
  - D. Deal with unanticipated situations.

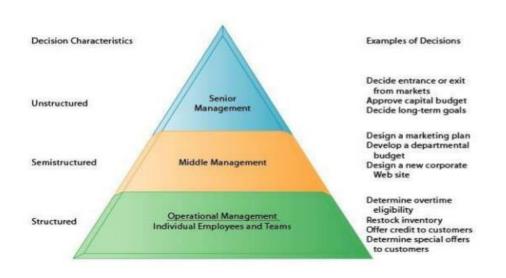
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- 8. The distribution of goods and services to customers is the responsibility of the
  - A. Marketing department.
  - B. Research department.
  - C. Production department.
  - D. Accounting department.
- 9. List two duties that are handled by a Human Resources Manager.
- 10. Briefly explain the horizontal flow of information at the top managerial level.
- 11. Describe the role of an information worker.
- 12. Explain the 4 parts of a Decision Support System.
- 13. Refer to the diagram below and answer the question that follows:



Explain the 6 parts of an Information System shown above.

14. Study the diagram given below and answer the question that follows:



TYPES OF DECISION

Explain the different types of Information systems available to assist the Operational management, middle management and senior management in their decision making.

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