

SUVA SANGAM COLLEGE

YEAR 13

COMPUTER

WORKSHEET 4

Strand 1	COMPUTERS AND APPLICATION
Sub-Strand	INFORMATION SYSTEM
Content Learning Outcome	<ul style="list-style-type: none">• describe the flow of production in an organization• distinguish between computer based system• Describe types of workers in an organization
Reference from Text	Pg. 6-12

Questions

No.	CONCEPT IN BRIEF: Define the flow of information in an organization
1.	Depending on the services or products, most organizations have departments that perform five basic functions. <ul style="list-style-type: none">a. Describe the function of production department.b. Thoroughly explain middle level managers and top level managers.c. Differentiate between TPS and ESS
	CONCEPT IN BRIEF: Define computer based information system
2	There are mainly four kinds of computer-based information systems which are used by all large organizations. Each system primarily supports one level of management in decision making. An example of such information system is the Transaction Processing System (TPS). <ul style="list-style-type: none">a. Describe the overall function(s) of the TPS and state the level of management it supports.b. In addition, briefly describe the five basic activities of the accounting department of the TPSc. Accounting department handles track of financial activities . Examine role of payroll department

	CONCEPT IN BRIEF: Define the types of information workers
3	The two system that support Information workers are Office Automation system and Knowledge work system. Define the two system workers.