

SANGAM SKM COLLEGE – NADI
YEAR 13 COMPUTER STUDIES WORKSHEET - WEEK 2 2021

Questions

1. Draw a management pyramid and do the following:
 - i. Indicate the levels of management
 - ii. Indicate the placement of DSS models used in each level
 - iii. State the type of planning at each level
 - iv. Discuss the functions carried out by each level of management
 - v. Provide a relevant example of a decision made by each level of management.
2. In a management pyramid::
 - i. Draw the information flow at each level of management
 - ii. Explain the information flow at each level
 - iii. Discuss the nature of information at each level
 - iv. Discuss the reason why the management levels are depicted in the shape of a pyramid.
 - v. Place the four Information systems (TPS, MIS, DSS and ESS) in the correct level of management.
3. Use the given set of words to answer the questions that follow:

TPS, MIS, DSS, ESS

- i. _____ computer based information system uses data from transaction processing system and analytical tools to support middle level managers
 - ii. _____ records day to day transactions
 - iii. _____ processes data from TPS to produce structured reports
 - iv. _____ analyses unanticipated situations to produce flexible reports
 - v. _____ easy to use IS that produces information in capsule form
4. Explain the three types of reports
 5. Differentiate between Periodic report and Exception report
 6. Provide an example of each type of report.
 7. _____ Report is produced when the boss wants to know the male: female ratio in the company.

MATCHING: join the correct report with its scenario (one report has more than one scenario)

1. Tom is a sales assistant. He has a sales target of \$200 but he only had \$50 per week. A report was generated to inform the boss on this

Periodic

2. Anna is the CEO of the company and she has to fill in Employee details. She needs the number of minorities working in the company.

Exception

3. Punjas Group company has a weekly sales report generated to make informed decisions.

Demand

4. A trial balance is generated at the end of year to see profit/loss

5. Hand wash is low in stock

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YEAR 13 COMPUTER STUDIES WORKSHEET - WEEK 3 2021
Questions

Matching: join the correct department with its job carried out (one department can more than one activity)

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|---|----------------|
| 1. Tim went to school to pay the school fees | Research |
| 2. Ann made the paycheque for the staff of Paradise Company Ltd | |
| 3. John evaluated the items in demand and is planning to have a 50% off sale | Human Resource |
| 4. Timoci is making the new furniture's which will be put on display soon | Marketing |
| 5. Yohan is evaluating employee performance and deciding whether to give employees Increment or not | Production |
| 6. Yash is making and testing a new type of hand sanitizer that can kill Covid-19 virus faster | Accounting |

SHORT ANSWERS

1. Define Information workers
2. Differentiate between Knowledge workers and data workers
3. Provide 2 examples of knowledge workers
4. Provide 2 examples of data workers
5. Differentiate between OAS and KWS in relation to type of workers they support
6. Differentiate between OAS and KWS in relation to the work carried out.
7. Define Information System
8. Explain the 6 components of an Information system
9. Name the latest component that came in recently
10. Provide an example of Procedure

THANK YOU