

Business Management and Administrative Services

Assessment Study Guide

Vocabulary List

COMPUTER TECHNOLOGY

BMS10.0 Use computerized information systems and technology.

10.1 Explain information technology terms and concepts.

10.1 Copyright – Sole right given to an author by the federal government to reproduce, publish, and sell, literary or artistic work for the life of the author plus 70 years.

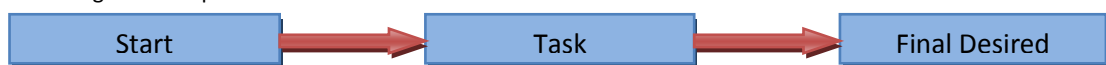
10.1 Hardware – The physical components of a computer system including the CPU, Motherboard, Memory Chips, Monitor, Keyboard, Mouse, and Printer.

10.1 Internet – The **Internet** is a global system of interconnected computer networks that use the standard **Internet** protocol suite (TCP/IP) to serve billions of users worldwide.

10.1 Local Area Network (LAN) - supplies networking capability to a group of computers in close proximity to each other such as in an office building, a school, or a home. A LAN is useful for sharing resources like files, printers, games or other applications. A LAN in turn often connects to other LANs, and to the Internet or other wide area networks. Most local area networks are built with relatively inexpensive hardware such as Ethernet cables, network adapters, and hubs. Wireless LAN and other more advanced LAN hardware options also exist.

10.1 Network Diagrams
What is a network diagram?

- a flow chart that includes all of the project elements and how they relate to one another
- Network Diagram Example



10.1 Networking (Computer) – Using communications technology and other means to link organizations and allow them to work together on common objectives.

10.1 Software – Computer programs that perform a variety of functions for the end user of the technology.

10.1 Wide Area Network (WAN) - A Wide Area Network (WAN) is a network that covers a broad area (i.e., any telecommunications network that links across metropolitan, regional, or national boundaries) using private or public network transports. Business and government entities utilize WANs to relay data among employees, clients, buyers, and suppliers from various geographical locations.

10.2 Utilize appropriate hardware and software to generate business communications.

10.2 Access – Microsoft software program used to manage data. It is called a database program. Information is entered into records, then the user can prepare reports to display information about the business’s customers, vendors, employees, partners, etc. that is useful at any point in time.

10.2 Clip Art – Preloaded pictures/graphics that are provided by software programs like Microsoft word and PowerPoint that can be inserted into documents and presentations.

10.2 Database – A collection of data organized in a way that makes it easy to find, update, and manage. Microsoft Access is a common example of a database software program used to manage data.

10.2 Dreamweaver – An Adobe software program used to create websites that can be published on the Internet.

10.2 Excel – A Microsoft program used to create spreadsheets used to report financial or other types of numerical information. Excel has the capability to perform a variety of mathematical formulas.

10.2 Flash – An Adobe multimedia software program used to automate graphics and text.

10.2 Graphics – Pictures and photographs.

10.2 HTML – Hyper Text Markup Language is the main markup language for creating web pages and other information that can be displayed in a web browser.

10.2 HTTP – Hypertext Transfer Protocol is the foundation of data communication for the World Wide Web.

10.2 PowerPoint – The Microsoft presentation software program which is used to create slideshows for visual aides during a presentation.

10.2 Presentation Software – PowerPoint is the most common program used for presentations. Prezi is another example which is open source and available on the Internet.

10.2 Word – A Microsoft application program used to process documents that are mainly text based such as letters, memorandums, and reports.

10.2 Word Processing – Keying documents that are mainly text based such as letters, memorandums, and reports. Microsoft Word is a computer application program commonly used in word processing.

10.3 Use electronic communications, project management, and scheduling software.

10.3 Email - a system for sending messages from one individual to another via telecommunications links between computers or terminals. Microsoft Outlook, Google Mail, and Yahoo Hotmail are examples of commonly used email programs. Users should be careful when sending email messages. These messages are permanent records and can be opened by business managers if they are sent through a company’s computer network. Also, pay attention to email etiquette. For example, do not type in all caps, and make sure grammar, sentence structure and punctuation are appropriate when sending business emails.

10.3	Email Format – Email headings include the email address of who you are sending the message to and subject line. Then the body of the email message will follow. Messages should be brief and professional. The email will be concluded with the signature of the sender.
10.3	Netiquette – Rules used on Internet: a set of empirically derived rules for communication via the Internet.
10.3	Peachtree – An automated accounting software program. Others include QuickBooks and Microsoft’s Accounting Express.
10.3	QuickBooks – An automated accounting program produced by Intuit.
10.3	Web Site - A group of World Wide Web pages usually containing hyperlinks to each other and made available online by an individual, company, educational institution, government, or organization. Web sites allow firms to conduct business on he Internet which is called e-commerce.