Ministry of Education, Heritage & Arts

COMPUTER STUDIES WORKSHEET 1 - 2021

STRAND 1: INFORMATION SYSTEM

Multiple Choice - Select the best answer to answer questions 1 -3.

1. The role of the production department in any organisation 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.

2. A structured computerised 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.

3. The information system of an organisation needs to be reviewed from time to time due to

   A. organisational growth.
   B. organisational location.
   C. excess funds within the organisation.
   D. the geographical isolation of certain branches of the organisation.

Short Answer Questions

(a) Define the term Executive Information Systems (EIS).

(b) Discuss one difference between internal data and external data with regards to Information Systems.

(c) State the difference between downloading and uploading and give an example of each.

(d) Two types of decision models that assist in decision-making are Strategic and Tactical models. Give an example of a decision made using each of these models.

(e) In general, any accounting department in an organisation handles six activities.
   Name the activity that:
   (i) calculates the wages of the employees.
   (ii) creates income statements.

(f) An Information System has five parts which include People, Data and Procedures. List the other two parts of an Information System and describe their roles.