**POB 2.03 Computer Systems**

**Computer Components**

***OPERATING SYSTEM*:** set of computer programs that manages the hardware and software of a computer

***HARDWARE*:** The physical components of a computer system; CPU, monitor, modem, keyboard, and hard drive are examples of computer hardware

***SOFTWARE***: Programs that instruct computers to perform specific operations

**WORD PROCESSORS**: produce detailed reports, memos, contracts, and other text documents; Example: a letter to clients about a change in product pricing

**SPREADSHEETS**: to graph data; could be used, for example, to analyze a business’s operating expenses or level of sales

**PRESENTATIONS**: can combine animation and sound; allow users to include voice narration

***The above three programs can produce documents shareable through e-mail by using the attachment feature***

**DATABASES:** Computerized storage for information and facts; used to manage large amounts of related data, e.g., organize vendor (supplier) information, maintain client lists, employee profiles and salary info

**World Wide Web**

***INTERNET*:** A worldwide network of computers that enables users to access information and communicate with others; to search an exact phrase, use quotes

***INTERNET BROWSER*:** Software used to search, access, and display information from the Internet (web pages)

***URL*:** Uniform Resource Locator; website address

***COOKIES*:** Text files added to a website visitor’s hard disk and retrieved during subsequent visits to track Internet behavior

***E-COMMERCE*:** The buying and selling of goods online; website can be a new revenue source for a brick-and-mortar company

E-business is an umbrella term referring to any type of Internet transaction

**Business Information Management**

***MANAGEMENT INFORMATION SYSTEM* (MIS):** An integrated technology that assists with an organization’s information management needs; coordinates multiple information sources

Allows businesses to develop, store, and analyze data for the purpose of making business decisions.

***SERVER*:** A computer hardware system that hosts an organization’s Intranet

***INTRANET*:** An internal network similar to the Internet that is accessible only by authorized personnel (usually employees of one company only); an “internal Internet”

***TIME MANAGEMENT TOOLS*:** An electronic planning device (calendar, task/to do lists, etc.) is an example of a time management tool; enables employees to control events in order to accomplish priorities