Subject Name: Professional Issues in Information Systems and Technology **Module**: 2

Quarter: Prelim

Identification: (Sa ubos magtuon)

1. _____- These handle the day-to-day business data at the operational level of the organization.
2. _____- These produces detailed and specified information to help manage a company.
3. _____- These support a wide range of predefined day-to-day work activities of individuals and businesses.
4. _____- These help organizations to effectively capture, store, and retrieve organizational knowledge to help enhance learning and optimize collaboration efforts to complete tasks.
5. _____- These analyze data and support decision-making.
6. _____- These represent a new application model in information systems.
7. _____- One of the leading technologies in this is Artificial Intelligence (AI).
8. _____- an integral part of the Information Systems infrastructure and is classified into two types.
9. _____- Two types of Information Systems Hardware
10. _____- These are used to enter data into a device such as a computer, laptop, or smartphone.
11. _____ - These are used to convert printed or handwritten text and images into digital data on a computer.
12. _____- These are used for various applications, including verification, building access, or making payments.
13. _____- These are primarily used for identification and verification purposes.
14. _____- is entered into a computer system using microphones.
15. _____- makes it possible for computers and smartphones to understand speech and vocabulary.
16. _____- such as computer monitors or printers, deliver information in a usable format and act on the processed input data.
17. _____ - These output devices produce a copy of alphanumeric data or documents from a computer.
18. _____- These are used to display information from a computer which can vary depending on the price, performance, and capabilities.

19. _____- This application software lets users convey verbal and written information and send files, documents, or other content such as fax, email, voice mail, and blogs.

20. _____- an email application that secures email, calendar, and files connected in one application.

21. _____– a private and fun messaging and calling application that can connect people worldwide.

22. _____ – a free voice, video, and messaging application used to talk and hang out with their communities, such as gaming.

23. _____- These tools allow information sharing and engaging user interactions, such as internet forums and video conferencing.

24. _____– allow users to call with up to 1000 members, with the ability to share screens and record calls.

25. _____ – used for audio and video conferencing, webinars, meeting recordings, and livestreams.

26. _____– the business-oriented version of Google's Hangouts platform is suitable for businesses of all sizes.

27. _____- These are tools that facilitate virtual or co-located meetings and manage group activities.

28. _____– allows users to create joint proposals and reports and keep track of meeting notes using a web browser.

29. _____– a free version of Office 365 as a web application that includes MS Word, MS Excel, MS PowerPoint, etc., all accessible via a web browser.

30. _____– a simple sharing and collaboration application that centers on teamwork with dynamic and productive team sites for every project team and department.

31. _____- a science of allowing information technologies to simulate human intelligence, such as reasoning and learning, and gaining sensing capabilities, such as seeing, hearing, or feeling human experiences.

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Answer Key:

1. **Transaction Processing Systems (TPS)** - These handle the day-to-day business data at the operational level of the organization.
2. **Management Information Systems (MIS)** - These produces detailed and specified information to help manage a company.
3. **Office Automation Systems (OAS)** - These support a wide range of predefined day-to-day work activities of individuals and businesses.
4. **Knowledge Management Systems (KMS)** - These help organizations to effectively capture, store, and retrieve organizational knowledge to help enhance learning and optimize collaboration efforts to complete tasks.
5. **Decision Support Systems (DSS)** - These analyze data and support decision-making.
6. **Mobile Applications** - These represent a new application model in information systems.
7. **Intelligent Systems** - One of the leading technologies in this is Artificial Intelligence (AI).
8. **Information Systems Hardware** - an integral part of the Information Systems infrastructure and is classified into two types.
9. **input and output technologies** - Two types of Information Systems Hardware
10. **Input Technologies** - These are used to enter data into a device such as a computer, laptop, or smartphone.
11. **Scanners** - These are used to convert printed or handwritten text and images into digital data on a computer.
12. **Smart Cards** - These are used for various applications, including verification, building access, or making payments.
13. **Biometric Devices** - These are primarily used for identification and verification purposes.
14. **Voice data** - is entered into a computer system using microphones.
15. **Speech recognition** - makes it possible for computers and smartphones to understand speech and vocabulary.
16. **Output Technologies** - such as computer monitors or printers, deliver information in a usable format and act on the processed input data.
17. **Printers** - These output devices produce a copy of alphanumeric data or documents from a computer.
18. **Monitors** - These are used to display information from a computer which can vary depending on the price, performance, and capabilities.

19. **Electronic Communication Tools** - This application software lets users convey verbal and written information and send files, documents, or other content such as fax, email, voice mail, and blogs.

20. **Microsoft Outlook** - an email application that secures email, calendar, and files connected in one application.

21. **Viber** – a private and fun messaging and calling application that can connect people worldwide.

22. **Discord** – a free voice, video, and messaging application used to talk and hang out with their communities, such as gaming.

23. **Electronic Conferencing Tools** - These tools allow information sharing and engaging user interactions, such as internet forums and video conferencing.

24. **Microsoft Teams** – allow users to call with up to 1000 members, with the ability to share screens and record calls.

25. **Zoom** – used for audio and video conferencing, webinars, meeting recordings, and livestreams.

26. **Google Meet** – the business-oriented version of Google's Hangouts platform is suitable for businesses of all sizes.

27. **Collaboration Management Tools** - These are tools that facilitate virtual or co-located meetings and manage group activities.

28. **Google Docs** – allows users to create joint proposals and reports and keep track of meeting notes using a web browser.

29. **Microsoft Office Online** – a free version of Office 365 as a web application that includes MS Word, MS Excel, MS PowerPoint, etc., all accessible via a web browser.

30. **Microsoft SharePoint** – a simple sharing and collaboration application that centers on teamwork with dynamic and productive team sites for every project team and department.

31. **Artificial Intelligence** - a science of allowing information technologies to simulate human intelligence, such as reasoning and learning, and gaining sensing capabilities, such as seeing, hearing, or feeling human experiences.