

Name: _____

Business Principles

NOTES: Chapter 18 – Technology in the Workplace

***Review...**

- What are the 3 main financial statements?
- What is the basic accounting equation?
- What does the income statement show?
- If Expenses > Revenue, then:

***Role of Information Technology**

- **Information Technology (IT):** Involves computing, electronics, and telecommunications
 - _____ and _____ digitally
- **Telecommunications:** _____ of _____ over communication lines
 - Telephones
 - Computer Networks

***Information Technology Devices**

- Computers
- _____
- Tablets
- _____
- WiFi

***Technology & The Workplace**

- How has technology impacted the workplace?
 - Faster _____ (customers & employees)
 - Work is more _____ (email, software, etc.)
 - More _____ work environments
 - International business

***Telecommuting**

- **Telecommuting:** Arrangement to _____ while communicating by phone, fax or modem
- How has this impacted international business?
 - Invaluable tool
 - Offshore outsourcing

***Telecommuting Cont.**

- **Advantages:**
 - Traffic
 -
 - Improves quality of work (absent less)
- **Disadvantages:**
 - Lack of contact with other workers (social)
 - Distractions at home
 -
 - Expenses (equipment)

***Electronic Information Transfer**

- **Electronic Information Transfer:** Allows tasks to be done _____
- **Examples:**
 - Transfer paychecks directly to bank accounts (Direct Deposit)
 - Online Banking (transfer funds)
 - Email files and other information

***Virtual Training**

- Allows people to _____ using a computer
- **Example:**
 - Flight simulations-pilots
 - Room equipped with a cockpit and video screen
 - Entire room is movable
 - Safe way to learn how to fly

*Virtual Reality

- **Virtual Reality:** Artificial, _____ visual world created by a _____
 - Re-creates places and actions
 - Goggles and fiber-optic gloves (data gloves)
 - Move and interact with objects
 - Used in medical training (procedures/surgeries)

*Internet Basics

- **Internet:** Global computer _____
- **World Wide Web:** System for _____, _____, and _____ a large set of hypertext-linked documents and other files
 - **Hypertext:** _____; allows Internet users to access images, text, and other files (HTML)

*Who is the Internet Controlled By?

- **World Wide Web Consortium (WC3):** _____ association
 - Member organizations, full-time staff, and the public develop web standards
 - _____
 - Sets standards and _____
 - More than 500 organizations are members

*Accessing Information

- **Web Browser:** Program used for _____ and _____ pages on the Web
 - Makes it more enjoyable (design, graphics, and sound)
 - Chrome, Firefox, Safari, etc.
- **Search Engine:** _____ that _____ a list of sites _____ to a topic
 - Google, Bing, Yahoo, etc.

*Intranets & Extranets

- **Intranet:** Computer _____ used by an _____
 - Restricted to authorized users

- **Extranet:** _____ of the _____ of a company or organization
 - Semi-private network
 - More than one company can access same information (collaborate)

*Software Programs

- **Software:** Computer program that contains a _____ that tells a computer what to do
- **Suite:** Collection of _____ that works as a single program
 - Word-processing, spreadsheet, database management, presentation, and communications software
 - Microsoft Office, Corel, StarOffice, Lotus

*Application Programs

- _____: writing, editing, and publishing of documents
 - Microsoft Word
- _____: entering and charting data
 - Microsoft Excel
- _____: store data for rapid search and retrieval
 - Microsoft Access

*Application Programs

- _____: creating slide shows
 - Microsoft PowerPoint
- _____: produce publications (newsletters, magazine ads, etc.)
 - Adobe InDesign, Microsoft Publisher