

COMMERCIAL DATA PROCESSING

Question type	Typical Answer
Why use CDP	<ul style="list-style-type: none"> • They can handle a large volume of information • Speed up the processing of this information • Gives an organisation instant access to that information • Can handle repetitive tasks • Data entered by one person can be used by many • Management is made easier by having access to information
What is meant by data?	<ul style="list-style-type: none"> • Raw unprocessed facts and figures eg: 1234
What is meant by information?	<ul style="list-style-type: none"> • Data which has been given meaning • Data in a context: eg: Tel: 1234
How is data collected?	<ul style="list-style-type: none"> • Kimball tags – found on products, card with holes\Magnetic strips – found on credit cards, bank cashline cards • MICR – system used by banks to read data from cheques • Bar codes – found on products • Turnaround document – first prepared by computer sent to customer, customer completes documents and sends it back • Mark sense cards – eg lottery ticket
How is data checked when input?	<ul style="list-style-type: none"> • Verification – make sure that it is accurate and complete • Method – keying data in twice • Validation – does it make sense? <ul style="list-style-type: none"> ○ Presence checks – there is a data item entered ○ Range check – number entered within a specific range ○ Field check – checks that numbers in a number field, text in a text field
What is a Check digit? Bar codes have check digits. State the purpose of a check digit	<ul style="list-style-type: none"> • Calculation made from the other digits in the number • Makes sure the bar code is read/entered/scanned correctly
What is Interactive processing?	<ul style="list-style-type: none"> • Processes the data as it is put into the system – data updated immediately
What is Sequential access?	<ul style="list-style-type: none"> • Accessed in sequence eg 1, 2, 3, 4, 5,
What is a multi-user database	<ul style="list-style-type: none"> • Where more than one person can access the database at the same time
What is Random access?	<ul style="list-style-type: none"> • Can access any record in any order eg 1, 5, 3, 2, 4

People buying goods in her shop can use their credit cards. Payment is made using EFTPOS. What do the letters POS stand for?	Point of Sale
What are the steps involved in using POS.	<ul style="list-style-type: none"> o The card is swiped by the shop assistant. o The shop is connected to the bank o Details are checked by the bank o If all is OK payment is accepted
The items sold in the shop have bar codes on them. State one advantage of using bar codes.	<ul style="list-style-type: none"> o Speed of use o accuracy of input o itemised receipt o no need for price tickets on every item
The shop uses interactive processing when items are sold. What is meant by interactive processing?	<ul style="list-style-type: none"> o Where the operator's instructions are processed continuously o eg like a conversation or system responds to user input.
What is a terminal?	o Keyboard and monitor – has no processing power
Give 2 advantages of a smart card.	<ul style="list-style-type: none"> o Smart cards have their own processor. o The information on a smart card can be updated.
Cheques contain Magnetic Ink Character Recognition (MICR) characters. Describe two advantages of MICR.	<ul style="list-style-type: none"> o Can be read by humans o can be read by machine automatically faster processing of cheques o Is difficult to forge
"Buzz" is a company which designs and manufactures digital alarm clocks. Management is currently considering automating the entire process so they employ a systems analyst. Describe two tasks the systems analyst will perform	<ul style="list-style-type: none"> o looking at the current system and deciding which tasks could be computerised o gathering information to help with decision making o specifying the necessary hardware and software for the new system o evaluating and maintaining the system once installed.
State two economic implications to the company if they go ahead with the systems analyst's recommendations.	<ul style="list-style-type: none"> o initial cost of buying the new hardware and software o taking replacement and running costs into consideration o saving money from reducing the number of employees necessary o training costs

<p>A factory currently employs people to make chairs. They are about to introduce an automated system. State two changes that may happen to the jobs of the workers.</p>	<ul style="list-style-type: none">○ They may be made redundant/paid off○ They may be retrained/nature of job might change
<p>Name two other computing jobs, excluding systems analyst, that might be needed in the factory.</p>	<ul style="list-style-type: none">○ Programmer○ Engineer○ technician○ network manager