

Team B – Reflection Summary of Week 1

1.1 Explain the benefits of information systems in the work environment.

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1.2 Describe ethical issues related to information technology.

In the debacles of WorldCom and Enron, it was interesting to learn and see how IS had its own role. IS needs to keep its attention on privacy, accuracy, property, and accessibility in order to be ethically responsible.

1.3 Use word processing tools to communicate business objectives.

Microsoft word has many important features that when properly used and mastered can improve efficiency. The use of shortcuts can also improve time management in all the Microsoft Office Suite programs and other programs as well. Learning how to Insert symbols and accents is also necessary for those typing science or math based papers.