

Accounting 2258 Study Guide

Lesson 1: The uses of computers in society (1.1, 1.3, 1.4)

- Understand how computers are used for communicating and e-commerce.
 - The primary personal use of computers is to aid in communication with other people and retrieve information available online
 - It provides the foundation for personal online interaction, business transactions, and entertainment
 - Email: the first widely used communication service and although it predated the Internet, it remains immensely popular today. It is used to communicate with friends, colleagues, and businesses
 - Instant messaging: various programs allow instant communication among individuals and groups. Programs and networks that operate in real time deliver text, voice, and video anywhere in the world. Instant messaging is consistent with the anytime-anywhere culture that social scientists say has evolved
 - Social networking: the more recent development in personal communication. Networks like MySpace and Facebook allow people to maintain communities of friends who share photos, journals, and interests. They can increase a person's circle of friends and increase exposure to people with less-than-friendly intentions
 - E-commerce: the use of internet and other electronic technologies through which businesses communicate and negotiate with customers
 - Disintermediation: the removal of supply chain intermediaries
 - E-commerce depends on the use of communication protocols such as Electronic Funds Transfer (EFT) and Electronic Data Interchange (EDI) to enable transaction automation
 - The supply chain:

- The online, real-time environment provided by the internet enables numerous



opportunities to successfully manage the supply chain

- Instead of going through traditional distribution channels, companies may now deal directly with their customers via the internet
- E-Commerce Model:
 - Cutting out the middleman has long been the objective
 - The rise of E-commerce on the Internet has been a factor in the cash usage and check usage. They have both halved in the United States since the 1990's. The reason for the big drop is the fast rise of debit and credit card payments from 10% to 51%. This suggests the potential of a cashless society being made possible by substituting cards for cash
 - Sample Questions:



- ✦ What two regions of the world experience the greatest percentage use of the Internet?- Asia and Europe
 - ✦ What is the best guess for E-commerce as a percent of total retail sales for 2008? -3.5%
- Know what ergonomics is, why it is important, and what can be used to improve ergonomics.
 - o Ergonomics: sometimes known as human factors, is the scientific application of information about humans to the design of objects, systems, and environments that humans use and interact with
 - o This field has made contributions to the design of computing equipment, making out use of computers and peripheral technology more comfortable and less likely to induce strain or injury
 - o Ergonomics focuses on promoting good user posture, which may enhance user productivity, limit fatigue, and reduce the possibility of injury
 - Keyboards: ergonomic keyboards are designed to reduce stress form repetitive action of typing
 - Mouse: the repetitive movement of dragging a mouse over the mouse pad can cause wrist strain and discomfort. The trackball mouse was introduced to reduce hand movement and space requirements
 - Keyboard drawers: a keyboard drawer can be used when desk space is cramped
 - Document holders: document holders keep printed materials needed during computer tasks close to the user and the monitor
 - Antiglare screens: sometimes the surface of a computer monitor produces reflections that could make viewing the screen difficult. An antiglare screen covers the monitor and reduces glare while allowing the monitor's display to be viewed
 - Docking station: supports a laptop computer by providing hardware that remains on a desk and is not needed when the computer is used away from home or office
 - Notebook stand: provides secure easy way to take advantage of limited desk space. The computer is raised above the desk, which may protect the laptop from overheating by improving air circulation
- Be familiar with the different types of assistive technology products.
 - o Ergonomics plays an important role in the conceptualization and design of technology solutions for people with impairments
 - Public access: The American with disabilities act of 1990 provides protections against discrimination toward Americans with disabilities. It ensures that people with disabilities have access to public accommodations. The communication, banking, transportation, and other systems are considered public; assess for people with disabilities is mandated by law
 - Brail keyboard: have Braillic symbols on top of each key
 - Braillic terminal: with a pure Braillic terminal, input is performed by two sets of three keys plus a space bar. The collection of keys pressed creates Braillic symbols and not the standard ASCII characters others are familiar with
 - Magnifiers: people with limited sight can benefit by using screen magnifiers such as the one built into windows
 - Screen reader software: aids those with hearing impairment by reading documents, web pages, or other content and transforming the typed words into synthesized speech
 - ✦ JAWS: reads screen content and speaks what has been read
 - ✦ EYES: reads screen content and provides speech and Braillic output
 - Speech recognition: windows provides a way to command the computer using spoken commands instead of mouse clicks and keyboard strokes
 - ✦ Dragon Naturally speaking is considered the best commercially available speech recognition program
- Understand the social concerns we have with computer use.

- o Child protection is the most discussed social concern
 - Blocking web sites: parents who wish to limit their child's access to web sites can use a filter such as a firewall to prevent navigation to other-than-permitted web addresses
 - Sting operations: law enforcement officers have been known to pose as children in chat rooms and attempt to lure predators to a meeting. Once the predator arrives at the location, the arrest is made
- o Computer Addiction: " a habit so strong that one cannot give up." It remains a question of what such people are addicted to. With today's commonplace use of computers, it has become difficult to distinguish users who are merely highly engaged in their computer from those who could be considered truly addicted
- o Pornography and Indecent Content: the sale of pornography has been considered to be the first substantial successful use of the e-commerce paradigm. Some psychologists believe that online pornography is stronger and more addictive than ordinary pornography because of its availability, explicitness, and privacy that online viewing offers
- o Dangerous information available online: " dangerous" means different types of people
 - Banned books online: some cultures ban specific books and other writings from their memberships. Much banned material can be found online in spite of group prohibitions
 - Child online safety: pornography is readily available and unless parents intervene, children can access it as easily as adults can
 - Build a bomb: plan to build an atomic bomb are easy to find online
 - Political discussion: some repressive societies block web sites that provide forums for political opinion
 - Personal data: the media has reported numerous events where personal data, including social security numbers, have been posted on public websites. Although, the data are not dangerous themselves, it can lead to identity theft
- Know what green computing is, and be familiar with ways we can be environmentally responsible using computers.
 - o Green computing: the study of practice of using computing resources efficiently and with a worldly perspective
 - Economic viability: does the system perform cost-effectively?
 - ✚ Traditional business focus on economic viability of a computing solution
 - Social responsibility: is the system used for social good, or at least not to harm society or groups of people?
 - ✚ Is about holding group, organization, or company accountable for the effect of its computing systems on the people around it
 - Environmental impact: is there unnecessary harm to the environment?
 - ✚ Buying green: having a green perspective when purchasing electronic equipment includes these considerations about electronic devices:
 - ❖ Choose products with fewer toxic constituents
 - ❖ Use recycled materials in the new product
 - ❖ Make devices energy efficient
 - ❖ Use minimal packaging
 - ✚ Saving energy: computing equipment runs on electricity, which is generated in a process that consumes energy resources and produces pollution. Turning off equipment not in use saves power
 - ✚ Saving trees: it has been the dream of business for many years to go paperless. It would be cost saving, reduces consumption of trees and therefore preserve the Earth's oxygen supply
 - ✚ Proper disposal: computer equipment, especially batteries, should be properly disposed of when no longer used