Week two individual assignment

Hello, my name is Daryl Christopher Yost and I prefer to be called Chris. I am 26 years old and was born in Hagerstown, Maryland. I joined the Military after High School for 2 years. Then after I worked a bunch of odd jobs, I started working for FedEx Ground as a Package Handler at September 2003 but now I work for CitiBank. I started college after high school but I didn't finish and then I decided to go back to school. I finally decided to start taking classes for information technology at Axia College Univ of Phoenix. I love working with computers and hope to make a career of it.

I enjoy computers and have used them since 1996. I would love be in the online gaming industry one day and want to create something that millions of people see every day or be a part of something that will revolutionize the computer world. My girlfriend had a baby girl on April 12th. She is such a beautiful girl and I love her very much. I am looking forward to this semester and speaking with everyone in class, I wish you all the best and hope that we can all learn from each other. Week Two Individual Assignment Daryl Christopher Yost August 10, 2008

COMPUTERS AND INFORMATION PROCESSING CIS/319 Matthew Mancani Accuracy of data input is important. What method of data input would be best for each of the following situations and explain why: • Printed questionnaires • Telephone survey • Bank checks • Retail tags • Long documents Printed Questionnaires Printed questionnaires are a good method for data input but they will use up a lot of paper in the long run. Online questionnaires would be a better choice since people can type out their answers and store the information electronically.

An online questionnaire would have graphics attached, check boxes, pull down menus, pop up menus, and help screens. Printed questionnaires would be good for those that do not have access to the internet and there are some people that are not receptive to completing questionnaires online. For any questionnaire, let us try to " Avoid open-ended questions. In most cases open-ended questions should be avoided due to variation in willingness and ability to respond in writing. " (Frary, Robert B.) Printed questionnaires should be used to communicate as much information as possible and avoid common errors in the questionnaire.

Telephone Surveys Most telephone surveys are automated and are used to gain feedback for customer research purposes. Most telephone surveys ask the same questions as a printed questionnaire would. Some companies outsource their customer handling to call centres where another organization deals directly with the customer. Telephone surveys are used to improve service quality and increase customer loyalty. Bank Checks A bank check or cashier's checks are checks guaranteed by the bank and the data input should feature the name of the issuing bank on it. These checks are often used the same as cash.

Bank checks should show the following data: The payee's name, the written and amount to be tendered, the remitter's information, and other tracking information that are printed on the front of the check. Bank checks also feature a set of security features that most checks do not. These checks are certified by the bank and should show data that certifies the check to be from the bank. Retail Tags Input required for retail tags should have detailed

information about the item, codes that correspond with the way that they will be rung up by the cashier and should show the price of the item.

Retail tags will have information detailing the way the item will be handled at the point of sale. Long Document A long document is a body of information that is designed to communicate a certain point to the reader. This document could be any form of communication that is read by someone else. Convenience and quality of output are important. Explain what method of output would be best for each of the following situations and explain why: • Hand held computer • Color photograph • Resume • Memorandum • Statistical report Company annual report Hand Held Computer Nowadays, the hand held computer is used for people on the go. Output for hand held computers should be simple and easy to use. A major output for the hand held computer would be to use the Internet wirelessly and to function much like a regular computer would. Color Photograph Color photograph's can be used to take pictures from a camera. Usually, people would go to a vendor to pick up their pictures, but nowadays people can print off their color pictures from home using a color photo printer.

Color photo printers are the best way to get the color photographs from the camera to the paper using photo ink and a photo printer. Resume Resumes are an output of someone's individual experience and achievements. Resumes are typed up on a word processor then printed to show detail of someone's job achievements. Memorandum A memorandum or memo is a note that outputs the observations of a topic. Memorandums are usually used to communicate information in a business type of setting, " introduces memo writing to students training for careers in public service.

It focuses on memos rather than research papers or essays because memos pervade the daily life of any public servant. " (Memorandum Writing) This type of a note outputs the memory of moments in our daily lives but especially aids us in a business setting. Statistical Report Statistic reports are important for businesses to track important data such as money accounts and equipment that pertains to the business. These reports will be stored usually for an accountant to keep track of and it is best to keep a backup for security purposes. Statistical reports will output important information needed by businesses to track important data.

Company Annual Report The company annual report is made up of reports and financial statements that are of use to investors to understand the company's financial position and future direction. The annual document that the company will present for approval by its shareholders will be held at an annual general meeting place to be presented to its trustees. Different types of storage devices are optimal for different situations. Explain what situations are appropriate for the following devices and explain why: • Hard disk • Floppy disk • RAM • CD ROM Tape Hard disks The hard disk drive can retain the stored information even when not powered. Hard disks are used as storage devices for all type of computer files. Since hard disk drives can be used as an internal disk drive or an external disk drive, they can be appropriately used to most any situations to store important computer files. Floppy Disks These disk drives are rarely used anymore because of the low capacity of storage space. Floppy disk drives used to be used because they were generally small and were able to be taken wherever the user went.

Floppy disk drives are small disks that are inserted into the drive and used to access data. RAM Random access memory is a type of computer data storage, " Random access memory (RAM) is the best known form of computer memory. RAM is considered " random access" because you can access any memory cell directly if you know the row and column that intersect at that cell. "(HowStuffWorks) and this type of data storage needs to be supplied by a power source to operate. CD ROM A CD ROM is a drive that accesses memory from a Compact Disc. Compact Discs are a disc that contains data accessible by a computer.

Compact Discs are small storage devices that users can take in and out like a floppy disk. TAPE Tapes can access small amounts of memory and can be accessed from their own drive. Tapes can only record and playback audio. Explain the role of each of the following in determining the speed of a computer: • RAM • Clock speed • Data on hard disk • Data on CD ROM • Data on floppy disk RAM These devices contrast with tapes, and CD ROMs, because they rely on the physical movement of the recording medium or a reading head.

In these devices, the movement takes longer than the data transfer, and the retrieval time varies depending on the physical location of the next item. This type of data storage is meant to speed up data within the computer based on how much RAM the computer can access at one time. Clock Speed Usually when referring to a computer, the term clock speed is used to refer to the speed of the CPU or processor. The computer performs its most basic operations such as adding two numbers or transferring a value from one

processor register to another and we can rate the speed in cycles per second or hertz.

Data on Hard Disk Hard disks nowadays are systems that provide efficient and reliable access to large volumes of data. A typical desktop hard disk drive, might store between 120 and 500 gigabytes (GB) of data, rotate at 7, 200 revolutions per minute (RPM) and have a media transfer rate of 1 Gbit/s or higher. Hard disks read the data from the disk by detecting the magnetization of the material. Data on CD ROM CD-ROM discs are identical in appearance to audio CDs, and data is stored and retrieved in a very similar fashion.

A laser is shown onto the reflective surface of the disc to read the pattern of pits and lands on the reflective surface. This pattern of changing intensity of the reflected beam of the laser is converted into binary data. The rate at which CD-ROM drives can transfer data from the disc is gauged by a speed factor from 1x or 1-speed which gives a data transfer rate of 150 kilobytes per second in the most common data format. 40x speed CD ROM drives are cheap nowadays and easily accessible. Data on FLOPPY DISK Floppy disks are flexible ' floppy' magnetic storage medium encased in a square or rectangular plastic shell or casing.

Formatted capacities are set in terms of binary kilobytes and by nowadays standards are accessed pretty slow. Works Cited Frary, Robert, B. (1996, November). In Hints for Designing Effective Questionnaires. Retrieved August 10, 2008, from http://www. ericdigests. org/1998-1/hints. htm HowStuffWorks. How RAM Works. Retrieved August 10, 2008, from

http://www. howstuffworks. com/ram. htm Memorandum Writing, Patrick

Dobel, Richard F. Elmore, Laurie Werner. Retrieved August 10, 2008, from

http://courses. washington. edu/affhsg/pdf/memoonmemos. pdf