

Office Systems & Technology  
Chapter 5 – C

1. D - Analysis
2. E - Data Audit
3. A - Design
4. C - System Audits
5. B - Systems Life Cycle

- A. A “blueprint” of what the user needs in a system.
- B. A dynamic process that requires interaction with personnel at all levels within the organization for analysis, design, development, implementation and operation and maintenance of the organization’s computer based information system.
- C. Comprehensive audits on the computer-based information system to determine the effectiveness of all the security controls.
- D. Problem-solving process identifying causes and solutions.
- E. Surveys data files for accuracy and completeness.

True or False

6. T - Development consists of programming, testing, documenting, training and converting to the new system.
7. T - Internal audits should be done on a regular basis.
8. T - Output audits verify process accuracy.
9. F - Maintenance includes required changes in hardware, not software.
10. F - Troubleshooting is best handled on a trial and error method.