



IT Terms Crib Sheet

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Crib Sheet -1

- Bit Basic unit of information. It is either a 0 (off) or a 1 (on)
- Base 2 (the arithmetic of 0's and 1's)
example $2^8 = 256$
- ASCII – Character encoding scheme for example
 - Dec 65 is 0100 0001 or Hex 41 in ASCII **A**

Crib Sheet -2

- Folders, files and fields are analogous to physical folders files and fields in physical storage cabinets. Think of the storage cabinets as disk drives
- Storage Files can be
 - Simple storage of data called flat files
 - Binary are not readability without software
 - Text files are readable “as is”
 - Indexed by numerical value are called Random Files
 - Structured sets of files are called Databases (databases contain tables that are related)

Crib Sheet -3

- Type of computers
 - Mainframe are large computers that process large volume of transactions or perform complex mathematic algorithms
 - Mid Range are used by mostly small to mid sized businesses for their Enterprise Systems (such as Finance, Manufacturing, Distribution)
 - Servers are specialized computers performing functions such as E-Mail, Data Base Management
 - Virtual Servers refer to the process of taking the operating systems and associated applications on physical servers and deploying multiple servers on one physical computer.
 - Personal Computers
 - Desk Top
 - Lap Top
 - Net (little or no disk)
 - PDA are computers that are also phones (ex Blackberry)

Crib Sheet -4

- Protocol - In computing it is a convention or standard that controls or enables the connection, communication, and data transfer between two computing endpoints.
- VOIP – Voice Over Internet Protocol
 - Uses a data network to carry voice.

Crib Sheet -5

- URL – Universal Resource Locator (Name of a Web Page) i.e. <http://www.AdaBusTech.com>
 - www – World Wide Web
 - Next is the web page name
 - Suffix (highest level) examples are
 - .com, .net, .org, .gov, .edu, .us, .tv
- http – hyper text transfer protocol
- https – hyper text transfer security protocol
 - Don't give any personal information over the internet unless you are using https and with a site that has a valid certificate (right click on a web page, then click on properties then view the certificate. There are several agencies that issue certificates. The biggest known is Verisign)

Crib Sheet -6

- SOX - The Sarbanes-Oxley Act of 2002 (Pub.L. 107-204, 116 Stat. 745), also known as the Public Company Accounting Reform and Investor Protection Act of 2002 and commonly called Sarbanes-Oxley
- HIPPA - The Health Insurance Portability and Accountability Act was enacted by the U.S. Congress in 1996. Title II of HIPAA, known as the Administrative Simplification (AS) provisions, requires the establishment of national standards for electronic health care transactions and national identifiers for providers, health insurance plans, and employers.



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