

# Midterm Study Guide

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## Chapter 3 – Business Process

- **Business Process** – A standardized set of activities that accomplish a specific task, such as processing a customer's order
  - Four different areas of managing a business process which include: Accounting and Finance, Marketing and Sales, Operations Management, and Human Resources.
    - **Accounting and Finance** deals with creating financial statements, paying accounts payables, and collecting accounts receivable
    - **Marketing and Sales** deals with promoting discounts, communicating marketing campaigns, attracting customers, and processing sales.
    - **Operations Management** is in charge of ordering inventory, creating production schedules, and manufacturing goods.
    - **Human resources** hire employees for the company, enrolls employees in health care, and tracks vacation and sick times used by each employee.
- The Order-to-Delivery process goes:
  - Marketing → Sales → Operations Management → Accounting and Finance → Customer Service
- **Customer Facing Process** – Results in a product or service that is received by an organization's external customer.
- **Business Facing Process** – This is invisible to the external customer but essential to the effective management of the business.
- **Business Process Reengineering** – The analysis and redesign of workflow within and between enterprises.
  - With this, a company can improve ways it travels the road by moving from foot to horse and then horse to car
  - Looks at taking a different path, such as an airplane which ignore the road completely
- **Supply Chain Management (SCM)** – The management of information flows between and among activities in a supply chain to maximize total supply chain effectiveness and profitability.

# It Essentials Midterm Study Guide

**Walter Nelson Durost, George Arthur  
Prescott**



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