

Los Angeles City College Administrative Services "How To" Book	Information Technology Department- Glossary	IV I
<b>How Do I Find a Definition for an Information Technology Terminology</b>		

## GLOSSARY of TERMS

**Anti-virus software** - Antivirus software is a class of program that searches your hard drive and floppy disks for any known or potential viruses.

**ATS-** Authorized Technical Staff, usually a local LACCD college technician but can be any LACCD technical staff person who is a member of Information Technology at a college or at the District Office.

**Building & Office** - The building name and the room office number on the campus or the college.

**Campus** - any one of the 10 locations of the Los Angeles Community College District including, City College, the District Office, East L.A. College, Harbor College, Mission College, Pierce College, Southwest College, Trade Tech College, Valley College, West L.A. College, and various satellite locations.

**College** - College in this "How To" Book refers to the Los Angeles City College.

**College ID Card** - The employee or student college identification card.

**Communications** - 1. Information transfer, among Users or processes, according to agreed conventions. 2. The branch of technology concerned with the representation, transfer, interpretation, and processing of data among persons, places, and machines. Note: The meaning assigned to the data must be preserved during these operations.

**Communications network-** An organization of stations capable of intercommunications, but not necessarily on the same channel

**Computer network** - 1. A network of data processing nodes that are interconnected for the purpose of data communication. 2. A communications network in which the end instruments are computers.

**Computer security (COMPUSEC)** - 1. Measures and controls that ensure confidentiality, integrity, and availability of information-system (IS) assets including hardware, software, firmware, and information being processed, stored, and communicated. Synonym automated information systems security. 2. The application of hardware, firmware and software security features to a computer system in order to protect against, or prevent, the unauthorized disclosure, manipulation, deletion of information or denial of service. 3. The protection resulting from all measures to deny unauthorized access and exploitation of friendly, or related, computer systems.

**Computer system** - A functional unit, consisting of one or more computers and associated software, that (a) uses common storage for all or part of a program and also for all or part of the data necessary for the execution of the program, (b) executes User-written or User-designated programs, and (c) performs User-designated data manipulation, including arithmetic and logic

operations. Note: A computer system may be a stand-alone system or may consist of several interconnected systems.

**Cub Card** – The employee or student College identification card.

**Data** - Representation of facts, concepts, or instructions in a formalized manner suitable for communication, interpretation, or processing by humans or by automatic means. Any representations such as digital information, characters or analog quantities to which meaning is or might be assigned.

**Data communication** - The transfer of information between functional units by means of data transmission according to a protocol. Note: Data are transferred from one or more sources to one or more sinks over one or more data links.

**Data processing** - The systematic performance of operations upon data such as handling, merging, sorting, and computing. Note: The semantic content of the original data should not be changed. The semantic content of the processed data may be changed. Synonym information processing.

**DEC** - The software currently used by the colleges or District for the student information system transactions processing. This software was previously used for all of the colleges or District financial, human resources and student transactions processing prior to the District adoption of the SAP System. It is partially being phased out.

**DEC Online Authorization form** – The form used by the College or the District for the approval or authorization for employees to acquire access to the DEC system.

**District** – All legal entities in the Los Angeles Community College District.

**District Office** – The headquarters for the LACCD located at 770 Wilshire Blvd, Los Angeles.

**Email Account** – An email account consists of two parts, a username and a domain (or host) name with an at symbol ('@') separating them. The domain specifies which server the email should be delivered to and the username directs the server to the domain of the mailbox to deposit the email into. For example the address [JohnJL@Lacitycollege.edu](mailto:JohnJL@Lacitycollege.edu) means the username "JohnsonJL" at the domain "lacitycollege.edu. Email account at the College refers to any email account assigned to an employee or student to receive his or her e-mail messages.

**Employee Number** – An employee number is a unique identification number used by the District or College to identify each employee.

**Encryption** - encryption is the process of transforming or encoding information to make it unreadable to anyone except those possessing special knowledge, usually referred to as a key.

**Firewall** - a device that keeps separate networks from each other. This device can inspect and filter unwanted packets from gaining entrance to a secure LAN by using specific addresses and ports.

**First Time User** – Any employee or student using any of the College network systems for the first time.

**Hub** - this is a simple device for connecting multiple computers located in the same physical area to a network.

**Information:** 1. Facts, data, or instructions in any medium or form.

**ITHelpdesk** – The desk or contact for Information Technology assistance at Los Angeles City College. The desk can be reached by phone at x2049.

**LACCD** - All legal entities in the Los Angeles Community College District.

**LAN** – Local Area Network. Electronic network composed of computers and peripheral equipment at the local level. Each LACCD location has a LAN.

**Login ID** – A unique identification given to an employee or student to gain access to the District or College network.

**Password** - A secret word or code used to serve as a security measure against unauthorized access to data. It is normally managed by the District or the College Information Technology Department. The computer can only verify the legitimacy of the password, not the legitimacy of the user.

**Phone Extension** - A phone extension is an additional telephone wired to the same telephone line as another. Almost each employee within the college is given a unique phone line with a four digit number that extends from the main college line of 323-953-4000. Employees can also contact each other internally with the four digit extension without calling any direct or outside line.

**SAP User Authorization Form** - Form used by the College or district for the approval or authorization for employees to access the SAP system.

**SAP User ID** – The assigned login ID used by any College or District employee to access the SAP system.

**Software** - Any program that instructs the computer as to what to do.

**RightFaxSoftware Application** – The software application used by the College to send out faxes.

**User(s)** - Any person, organization, process, device, program, protocol, or system which uses a service provided by others. In this instance the service, comprised of computer services, computer network or any computer system or network owned by LACCD, is provided by the Los Angeles Community College District or any of its colleges, organizations or entities.

**VPN**- Virtual Private Network. A private network built on a public network. Terminals on the private network use encryption to send data to other private terminals.

**WAN** – Wide Area Network. Electronic network composed of remote LANs within a large geographic area. The LACCD WAN is composed of all the remote LANs at each campus and satellite locations.

