



# Managing Information: Core Management

*Diana Bedward, John Stredwick*

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The authors focus on the following topics:

## *Information Systems*

- \*Contribution of IS/IT to organisations
- \*Systems concepts and attributes
- \*Planning, reviewing and controlling with IS
- \*Serving the end user - spreadsheets, databases, e-mail and DTP
- \*Software application for HR and other areas
- \*Legislation and Security

## *Finance*

- \*Sources and application of funds
- \*Accounting documentation - cash statements, profit and loss accounts, balance sheets
- \*Interpretation of accounts - management ratios
- \*Costing and budgeting

## *Statistics*

- \*Sources and uses of statistics
- \*Presentation of statistics
- \*Interpretation - measures of average, measures of distribution, correlation, time series, index numbers, significance tests
- \*Use of current software for computation of statistics

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