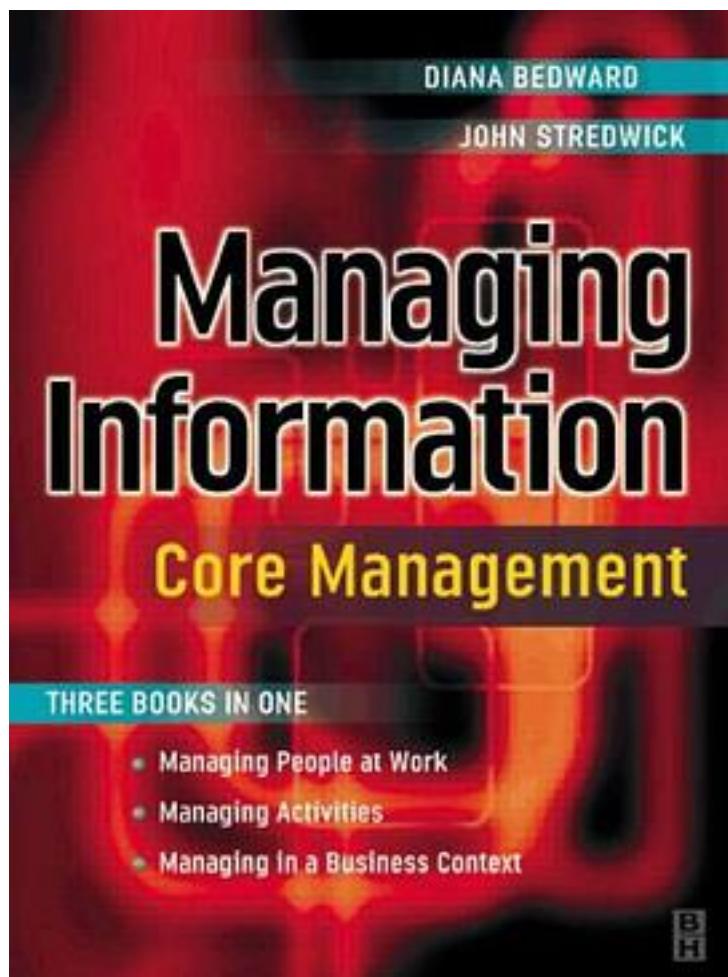


# Managing Information



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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; and use of current software for computation of statistics. It is designed to cover the CIPD syllabus - finance, information systems and statistics. It includes sample exam questions after each topic area to facilitate learning. It is an array of case studies from both HR and business spheres support theory and offer practical insight.

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