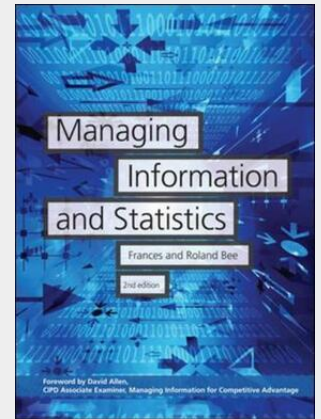


Managing Information and Statistics

In an age where organisations handle significant volumes of data on a daily basis, it is vital that effective information management systems are put in place to manage them and use them to their full potential. *Managing Information and Statistics* provides the information needed for a sound understanding of the concepts that underpin this key area that is now a feature of every aspect of organisational life. The first part deals with information systems generally, whilst the second looks at how numerical data can be used to develop strategy. Topics addressed include how to utilise information systems for planning and organisation, and storing data; how to design, develop and implement an information systems; data security and human resources information system; how to exploit statistics to sample, forecast and make informed decisions. Fully revised and restructured to cater for CIPD students taking the *Managing Information for Competitive Advantage* module, as part of the Leadership and Management standards, *Managing Information and Statistics* is also essential reading for HR and business practitioners looking to further their professional development and manage effectively, as well as students studying information management as part of wider HR and business degrees. This fully revised edition includes case studies, examples, chapter objectives, exercises, chapter conclusions and further reading suggestions to aid student learning, as well as new chapters on Knowledge Management and the E-organisation. With a strategic approach and accessible style, this is your step-by-step guide to developing, managing and utilising information and statistics in a business context.



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Lieferfrist: bis zu 10 Tage

Artikelnummer: 9780852929957
Medium: Buch
ISBN: 978-0-85292-995-7
Verlag: Kogan Page
Erscheinungstermin: 27.09.2005
Sprache(n): Englisch
Auflage: 2. Revised Auflage 2005
Produktform: Kartoniert
Gewicht: 544 g
Seiten: 320
Format (B x H): 178 x 244 mm

