

Information Technology For Business Executives

By

Prof. Dr. Khawaja Amjad Saeed

Principal
Hailey College of Banking & Finance
University of the Punjab, Lahore.

Dr. Khawaja Asjad Saeed

Assistant Professor of MIS,
W. Frank Barton School of Business,
Wichita State University, Wichita,
Kansas, USA.

FEATURES

The book is a blend of basic concepts and latest technologies which are precisely molded to enable the Business Executives in particular and readers in general to get maximum knowledge in the shortest possible time. **CONTENTS**

Part 1: Concepts

The Rise of Computer and Information Technology, Information Technology: Global Perspectives, Information Systems: Impact on Contemporary Organizations, Managerial Functions and Information Technology, Computer Networking, E-Phenomenon, Electronic Commerce, Business Process Outsourcing, Knowledge Management, Management Information System, Enterprise Resource Planning, Database Management System.

IFAC International Education Guidelines, "Computer" as envisioned by The World Book Encyclopedia.

Part 2: Applications

Microsoft Word and Microsoft Excel

READERSHIP

Highly useful for business executives, internal auditors, financial controllers and other non-IT Professionals as a guide to use IT as a tool for effectively completing their day to day assignments relating to computers. Covers prescribed syllabus of BCS, MCS, BBIT, MBIT, BBA, MBA, MBE, MPA, BBA (Hons.) MBA (Banking & Finance) BBA (Hons.)/MBA (Insurance & Risk Management), IBP, C.A. Foundation Courses, Cost & Management Accounting Courses and related ones.