"Applications of Computer Sciences and Information Technology in Administrative Management"

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1). **What is administrative management?**

Business Administration is the management of the processes in an organization and is about managing information through people. Another meaning is that it's a term worried about planning and dealing with the entire design of an association. It includes observing the everyday exercises of the association for guaranteeing continuous match in the present high-speed changes. It is needed in every office and organization, as it involves the efficient and effective organizing of people and information.

Many administrative processes are repetitive and require to be regularly reviewed. A good administrative manager can add value to the company by challenging the efficiency of procedures that have been running for a period of time, while seeking to look for continuing improvements, and identifying and disregarding any outdated practices. With the speed of change in business today, the manager must value the people who are expected to often operate complex systems.

Recent arguable thinking in some quarters suggests that highly trained freelancers and software may replace administrative managers within organizations. With the increasing use of tele-workers and outsourcing by companies, the role of the administrative manager becomes even more necessary than ever before. Therefore, we have to ensure that all

administrative managers are given the essential training required to be able to make the best use of their own technical skills and those of their staff to their full potential.

The difference between Administration and management:

According to Theo Haimann (1911-1943), who is a German management science educator and author, "Administration means the overall determination of policies, setting of major objectives, the identification of general purposes and laying down of broad programs and projects". It refers to the activities of higher level. It lays down basic principles of the enterprise.

According to Newman, "Administration means guidance, leadership & control of the efforts of the groups towards some common goals".

Whereas management involves conceiving, initiating, and bringing together the various elements; coordinating, actuating, integrating the diverse organizational components while maintaining the survival of the organization towards some pre-determined goals. In other words, it is an art of getting things done through and with the people in formally organized groups.

For an easier comparison:

Management means the way a manager manages the company or an organization by distributing work to employees. On the other hand, administration means that how the business or an organization is running.

2). **The beginning of Administrative Management:**

Everything has a beginning, just like that we're going to talk about the beginning of The Administrative Management.

The theory starts with the industrial revolution (late 1700 to late 1800). At that time people started to move to the bigger cities, Machines started taking a big place into industry. Which created new problems including not having the ability to handle large groups of people working together, let aside these groups working along side machines, all because the companies need to

 speed up for the pace of industry and to try to keep up with market.

So people started wondering about how will they solve these issues. Mainly, we'll be talking about :

   I.   Max Weber
  II.   Frederick Taylor
 III.   Henri Fayor

Starting with Max Weber who was most known for the term "Bureaucracy", He was looking at "Big Picture" Being the most critical thinker of the three, He wanted to make the system as close as possible to the Governmental and Legal system as He saw that everyone should be tied to their official position, while losing all the "Power" their position had once they leave it. As he wanted to Balance the power in the Organization to keep the performance and guideline the Hiring and Firing.

Unlike "Max Weber", Frederick Taylor Cared more about details -micro picture- than the "Big Picture".

He wanted to minimize the time and energy taken in each task to reach what He called "The Right Way".

Finally Henri's theory, Henry cared about Managerial point, As He was thinking about Managing the people so, He started the administrative management, He started with Managers thinking about how could they're trained Publishing a theory about Management in his book which was published in 1940. He talked about Planning, Organizing and Arranging people, Command (oversees and lead but staying out of details), Coordination which is Creating a good, Suitable Atmosphere for the different facilities, "Control" which means that the Manager needs to ensure compliance on everything, financially, checking Quality and others.

Although the three of them might have different points of view they actually agreed in few things such as:

1. Standardized approach to work
2. Centralization of Authority
3. Separation of personal life and work
4. Wanting to get the best employees
5. At least in theory, they all thought about paying fair salaries

3). <u>Importance of CS in Administrative Management:</u>

Every aspect of the modern world is improved by the use of Computer so, The Computer has a great impact in the Administrative Management field, From small businesses to large ones to increase efficiency technology is great to get the best of the things to facilitate communication and increase productivity. Employees are able to work

faster and more efficiently, because of the technology. Computers enable organizations to move affectively, organize it's data.   The days were where company's files were put in large rooms full of filling cabinets, while some businesses were still taking the paper route are gone. Which made it way easier for employees now to organize and find the information they need with few clicks, computer applications in business management help to reduce the amount of human error with simple things such as: spelling and grammar mistakes, that helps the business to present a more professional appearance for customers and partners.

The importance of a computer in Business Administration:

The importance of a computer in Business Administration is vital, when considering the effects it had on the "customer & partner" relationship Management . if the customer or the partner have Questions about the Business, they can easily send an E-mail or a Massage, Within few seconds they will receive a reply. Speed is an important part of customer service, Which is facilitated through the use of technology . technology also allows working with business partners and customers in different geographic locations. Many Businesses have supplies and Manufacturers on other parts of the world.

4). What is the impact of computer science?

We have no doubt that the field of computer science and information technology is included in several or in all life disciplines (industrial,

agricultural, and commercial transactions), it can also imagination, design, integrate colors and identify color grades, recognizing face and fingerprints and identifying people has countless advantages. because of its remarkable progress Due to permanent and continuous work and most of the minds to study, attention to software and computer science, so we will not be surprised when we find it involved in the administrative organization, and after we know what the administrative organization is, let us know its relationship to computer science.

Points about administrative management & relation between them:

We are also all know that the administration is a science and stone of the foundation in any organization and makes it mock information systems to implement management goals and mechanism for achievement, and one of the most essential functions of management is to make decisions and therefore should build based on reliable information, So you should carefully choose and choose guaranteed sources, We also find in companies specialized in technological industries and modern technologies, you will find that they are interested in offering many applications that serve all specializations that people need frequently, and there are many of these applications related to business management and organization technology.

So, the relationship between information systems and administrative organization is a dependent relationship, and since the management of information systems is based on the foundations and principles of the administrative process with its various functions, the relationship is complementary and dependent in a large and essential way.

Applications of cs on admenstrative points:

After you know the shortest computer science and management have been linked by.... Computers in organizations and companies help employees to communicate more effectively with each other and thus increase productivity, so handwriting and information writing have been replaced and programmers and experienced people design programs that facilitate effective communication and organization for example:

- ZOOM
- Skype
- Slack

The impact of computer science will appear in administrative organization in programs such as.:

- Excel
- Google sheet
- Word
- Microsoft access
- Power Point

The work structure is done by taking information, processing it in separate ways on rows and columns, working on it and storing it.

In the end, we would like to say that information systems were found to strengthen administrative work in general and promote and reduce the mistakes arising from human intervention that may affect the work of the Organization and produce high precision and speed information and the information systems are characterized by overall and public the combined data collection with the important data retention.

5). **Performance Management for Administrators:**

Purpose policy:

This policy applies to administrators and defines the three core components of performance management and development:

1)Position Description.

2)Feedback on Performance & Development.

3)Manage Performance Issues & Interests.

1.position Description:

Job descriptions are tools for supervisors and employees to help in recruitment, performance feedback and development and career growth.

->The department head is responsible for writing the exact job description.

*This policy is applied to companies in the field of computer science, which the right person must be employed to perform the task whether in writing codes or designing websites and other important tasks for the company.

2.Feedback on Performance & Development :

Continuous review always helps in building correct work, such as working on a project by a team of workers, the supervisor or the boss must review their work after it is completed .Review makes us work to high standards and fix mistakes.

3.Manage Performance Issues & Interests:

The behavior of employees must be controlled , dealing with each other , and work laws must be set.

*whoever violates this laws will be punished, whether by reducing the salary or reprimanding .

*the problems that can be solved must be seen among the employees , such as training in the way of work and cooperation , and training employees in various fields.

Benefits of Performance Management:

1)It supports to provide data to find the skills and knowledge gaps of employees in order to improvise them through training.

2)It motivates employees to take new challenges and innovate through structure process.

3)It provides new opportunities to employees for their growth and development in their professional careers.

4)It makes performance appraisal fair and eliminates injustice and conflicts between employees.

5)It asses the employee's performance fairly and accurately against the performance targets and standards.

6). Improving management productivity:

What Is Productivity Management?

Productivity management is an organizational setup or framework that include a group of skills to help individuals and teams improve productivity , it plays a key role in the production process, and through it, the establishment achieves its basic objectives.

Employee productivity :-

Employee productivity means achieving goals, whether for the employee in particular or the extent of his contribution to achieving the ultimate goals of the organization in general.

Manager productivity :-

Managers play a vital role in improving and maintaining productivity levels in their teams. A Gallup study points out that as much as 70% of the variance in employee engagement can be attributed to management.

4 important ways to improve productivity :-

     1. Setting realistic goals :

set ambitious goals and make your employees strive for continuous improvement, but it is remarkable that many business leaders who still believe that setting unattainable goals will bring more results.

     2. Improving workplace conditions :

it is important that you do what you can to ensure that your employees feel cared for in their work environment , An unpleasant and uncomfortable work environment will dampen your work force.

Aspects of the work environment that your employees may be concerned about include : natural light , temperature and humidity and Common areas and facilities.

3. Develop your business team :

Staff development is key to attracting new staff, retaining existing staff, improving employee well-being and increasing the operational effectiveness of your workforce.

If you are able to put together a development program that aligns with your employees' aspirations, they will feel valued, have greater job satisfaction and are more likely to stay with your organization longer. They will also learn new skills and gain new knowledge that they can use to help you grow your company

4. Giving priority to employee health :

Employees will also benefit from being able to set their own personal boundaries, as feeling burdened is the most important driver of stress at work. Achieving a balance between meeting both the demands of your business and the capabilities of your employees can go a long way to protecting your employees' mental health.

4 simple ways to use technology to increase productivity :-

Data Sharing :

The gold standard of productivity today is being able to communicate and share information instantly .

Collaboration Tools :

If your team is working on a large project that requires collaboration among many members, conference calls or multiple drafts of a document, then there are tons collaboration tools now available. This includes message boards and virtual whiteboards.

Allow Work From Home :

Virtual private networks and secure mobile solutions can boost your **productivity.**

CRM Software :

CRM software allows you to organize your customers by account type and better serve them by keeping more accurate information about their history with your company.

Online Customer Service :

Chat and email based customer service makes a huge difference in your overall productivity. Since most systems allow you to integrate chat and email support with your existing phone support.

Benefits of Increased Productivity :-
1) Efficient use of resources increases production volume and reduces production cost.
2) Reducing time to market, ensuring better quality
3) Lower overhead costs
4) helps in achieving the general growth and prosperity of the business

Resources:

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