BASICS OF MANAGEMENT THEORY AND PRACTICES

**Features of management:**

* Goal oriented
* Integrates human, physical & financial resources
* Continuous
* Time Oriented
* All pervasive
* Group Activity

**Functions of management:**

* Planning
* Organizing
* Staffing
* Directing or leading
* Controlling

**Role of Information Systems in Organization:**

* Information Storage & Analysis
* Assist in Decision Making
* Assist with Business processes

**Information System Manager & his Challenges:**

* Human Challenges
* Operational Challenges
* Technical Challenges
* Financial Challenges
* Managing the Data Flow
* Data Security Challenges
* Environmental Challenges

**Functions of a System:**

* Input
* Processing
* Output
* Feedback
* Control

**Components and resources of an Information System:**

* Data
* Hardware
* Software
* Communication networks
* People
* Procedures

**Information System Activities:**

* Input
* Processing
* Output
* Storage
* Feedback
* Control

**Type of Information Systems:**

* Operation Support System
* Management Support System
* Specialized Processing System

**Operation Support System:**

* Transaction Processing System
* Process Control System
* Communication & Collaboration System

**Management Suport System:**

* Management Information System
* Decision Support System
* Executive Information System
* Executive Support System

Specialized Processing System

* Expert System
* Knowledge Management System
* Functional Business System
* Strategic Information System