Fluency With Information Technology Edition

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the third edition of fundamentals of information technology is a must have book not only for bca and mba students but also for all those who want to strengthen their knowledge of computers the additional chapter on ms office is a comprehensive study on ms word ms excel and other components of the package this book is packed with expert advice from eminent it professionals in depth analyses and

practical examples it presents a detailed functioning of hardware components besides covering the software concepts a broad overview of computer architecture data representation in the computer operating systems database management systems programming languages etc has also been included an additional chapter on mobile computing and other state of the art innovations in the it world have been incorporated not only that the latest internet technologies have also been covered in detail one should use this book to acquire computer literacy in terms of how data is represented in a computer how hardware devices are integrated to get the desired results how the computer can be networked for interchanging data and establishing communication each chapter is followed by a number of review questions

we are often told that we are living in an information society or that we are information workers but what exactly do these claims mean and how might they be verified in this important methodological study alistair s duff cuts through the rhetoric to get to the bottom of the information society thesis wide ranging in coverage this study will be of interest to scholars in information science communication and media studies and social theory it is a key text for the newly unified specialism of information society studies and an indispensable guide to the future of this discipline

introduction to information technology second edition is based on the fundamental premise that the major role of information technology it is to support employees regardless of their functional area e g sales marketing accounting hr or level in the organization the unique theme of what s in it for me it s about business provides relevance for majors and non majors the text takes a hands on approach with the popular virtual company has strong coverage of e commerce an excellent variety and volume of examples a strong website with real world applications and cases and a presentation that makes the material accessible through an attractive design the text shows it through a global perspective and emphasizes the importance of making connections among individuals groups and organizations the text is ideal for undergraduate business majors with no prerequisite computer courses and the new edition builds upon the advantages of the previous edition by further tying the text together with the online material

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