

tools of the trade

**Management
and the
Computer**

*Management and the Computer. New York: American Management Association, Extension Institute, 1978.
5 courses. \$65 each (\$60 for AMA members) or \$260 for set of 5 (\$240 for AMA members).*

This is a self-paced study program consisting of five separate courses. Each course is complete and useful in itself. "Computer Basics for Management," the first course in the series, would probably be the most useful for Extension staff members. It describes computers and related equipment nontechnically in terms of their data-handling functions and abilities. Basic techniques of electronic data processing,

including the manipulation of data files, are demonstrated. This course is number 90011.

Other courses in the series are:

- "Quantitative Aids to Decision Making" (90015)—which gives the manager an understanding of the kinds of problems that can be solved by using computer-based operations research techniques.
- "The EDP Feasibility Study" (90012)—which provides a step-by-step explanation of the tasks and problems that arise when electronic data processing is introduced.
- "Basic Systems and Procedures" (90016).
- "Management Information Systems" (90014).

These self-directed learning projects are part of a continuing effort by the American Management Association to help managers upgrade and learn new skills at their convenience.

The materials are attractively packaged and require about 20 hours of work per course to complete. Continuing Education Units (CEU's) are now being awarded for completion of AMA Extension Institute courses.