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## TASKS OF INFORMATION TECHNOLOGY: ADVANTAGES AND DISADVANTAGES

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**Abstract:** - Information Technology (IT) is extremely powerful in today's world and backbone of the Indian economy. Information Technology expels the various totally different technologies inherent within the field of information technology and their impact on information systems to the gathering of tools that create it easier to use, create, manage and exchange information. The web is that the latest of an extended series of data technologies, which incorporates printing, mail, radio, TV and therefore the phone. Information Technology Services is to produce associate innovative, customer-focused, and strong foundation for information technology solutions that alter the university community to pursue excellence in analysis, education, and public service. Information Technology Services seeks to determine trust with customers through expertise, honest and open dialogue, top quality client service, and a commitment to partnership and collaboration. Within the scenery of these developments this paper makes a trial to: expels with the assorted roles, benefits and downsides those are being followed in gift state of affairs in information technology.

**Keywords:** Information Technology, Strategies, Objectives, Advantages and Disadvantages

### 1. Introduction

Information Technology envelops a broad variety of hardware and software system solutions that alter organizations to collect, organize, and analyze information that helps them accomplish their goals. It conjointly details technology-based progress processes that expand the capability of a company to deliver services that generate revenue. The four main focuses of IT personnel are business electronic network and management, info security, business software package development, and laptop school support. For a orientate school fundamentals, look into some basics on cables and connectors and also the here. Because the IT trade evolves to fulfill the technology demands of today's workplace, completely different challenges are arising and IT professionals are strain to fulfill them. Network security is out and away the best concern for several firms and that they trust their IT employees to stop or stop these system breaches. Browse a lot of regarding the fundamentals of laptop security here. Information overload is changing into associate progressively necessary issue since several businesses are process giant amounts of knowledge on an everyday, with several of them not include the method power to try and do accordingly. Final, yet not least, two of the foremost essential skills required from IT professionals are cooperation and communication skills. Systems are complicated and other people are required to assist translate that task. Therefore, IT professionals are those accountable for serving to others get their work done with efficiency while not the complicated jargon of the technology world.

Here are a number of the foremost widespread positions for folks fascinated by Information Technology.

<b>Computer Analyst</b>	In this position, analysts style and develop computer systems and are a professional at each aspect of hardware, software, and networks. Analysts additionally value the systems and analysis the trade for higher product to improve their existing system.
<b>Cloud Specialists</b>	It organizes and provides configuration to the data infrastructure within the sky. As a result of this can be still an rising technology, these architects are extremely asked for and one among the top-paying professions within the trade.
<b>Information Administrator</b>	Database directors produce, upgrade, and check for databases.
<b>IT Manager</b>	These managers are the contact execs once your email won't send or Microsoft Word doesn't open. Because the head of the IT department, they make sure that a company's network is working swimmingly which dangerous threats like malware are decreased.
<b>Computer Systems Manager</b>	The experience of network and computer systems directors is crucial to each workplace. Other than maintaining a healthy network, they additionally lend their school data to managing telecommunication networks. This profession is predicted to feature 96,600 new positions by 2020.
<b>Computer Rhetorical Investigator</b>	These investigators are computer crime detectives that rummage around for, identify, and value information from computer systems.
<b>Health IT Specialist</b>	Health it's booming, particularly with reasonable Care Act imminent and transition from paper to electronic health records. Health IT specialists can combine computer data can record-keeping skills, medical coding, and asking.
<b>Web Developer</b>	Web developers are in high demand as a result of they need an excellent understanding of what makes an honest software package. They produce web content, web applications and web page with their data of what the typical bather finds visually stimulating and the way to optimize sites for mobile school, among varied alternative skills.
<b>Information Technology Vender Manager</b>	Slightly additional passive compared to some school positions, vender managers administer offer once it involves software system and hardware. This could mean something from Microsoft's latest application to health IT programs for rest homes.
<b>Mobile Application Developers</b>	Since our highly-mobile life fashion, mobile application developers are and can be in high demand for years to return, particularly as mobile devices and technology becomes progressively refined.

## 2. Methodology & Objectives

- To know the role of information technology
- To understand the advantage and downsides in information technology.
- This study is predicated on the analysis of the secondary information printed within the magazines and numerous websites.

## 3. Review of Literature in Information Technology

Scientists converse to think concepts and be inventive, formulate analysis queries, solve experimental or theoretical issues, bare results, and find feedback. Many authors emphasize the importance of communication to science. Science is inherently social and informal academic scientific communication forms the backbone that connects scientists and allows scientific progress. Information and communication technologies have reworked our world in

several ways; nevertheless, informal academic scientific communication forms a socio-technical interaction network within which communication is influenced by technology however outlined by the social structures of scientists and their organizations. Researchers grasp plenty concerning informal academic scientific communication through a chic history of study of the system of science and academic communication before the widespread handiness of data and communication technologies like e-mail, the web, and instant electronic communication. the aim of this paper is review what we all know concerning informal academic scientific communication and to look at specifically what influences info and communication technologies have had on the prevailing structures. An understanding of this interaction of system and media effects is very important to higher support the knowledge seeking and communication of scientists.

#### 4. Task of information technology

Information technology has become an important and integral a part of each business set up. From multi-national firms who maintain mainframe systems and databases to tiny businesses that own one computer, Information technology plays a task. The explanations for the present use of engineering in business will best be determined by observing however it's getting used across the business world.

**4.1 Communication:** For several corporations, email is that the principal means that of communication between workers, suppliers and customers. Email was one amongst the first drivers of the net, providing a straightforward and cheap means that to speak. Over the years, variety of alternative communications tools have conjointly evolved, permitting employees to speak exploitation live chat systems, on-line meeting tools and video-conferencing systems. Vox web protocol telephones and smart-phones supply even additional sophisticated ways that for workers to speak.

**4.2 Inventory Management:** When it involves managing inventory, organizations got to maintain enough stock to fulfill demand while not investment in additional than they need. Inventory management systems track the number of every item a corporation maintains, triggering associate order of extra stock once the quantities fall below a pre-determined quantity. These systems square measure best used once the inventory management system is connected to the location (POS) system. The POS system ensures that every time an item is sold-out, one amongst that item is far from the inventory count, making a closed data loop between all departments.

**4.3 Information Management:** The days of huge file rooms, rows of filing cupboards and also the mailing of documents is weakening quickly. Today, most corporations accumulate digital versions of documents going on servers along with storage devices. These documents become instantly offered to everybody within the company, in spite of their geographical location. Firms are ready to store and maintain an incredible quantity of historical information economically, and workers get pleasure from immediate access to the documents they have.

**4.4 Management information Systems (MIS):** Storing information is merely a profit if that information will be used effectively. Progressive firms use that information as a part of their strategic designing method further because the plan of action effecting of that strategy. MIS change compacts to trace sales information, expenses and productivity levels. The data will be accustomed track gain over time, maximize come back on investment and determine areas of improvement. Managers will track sales on an everyday, permitting them to instantly react to lower-than-expected numbers by boosting worker productivity or reducing the price of an item.

**4.5 clients Relationship Management:** Companies are mistreatment IT to boost the means they style and manage client relationships. Client Relationship Management systems capture each interaction an organization has with a client, in order that a lot of enriching expertise is feasible. If a client calls a center with a problem, the client support representative are going to be able to see what the client has purchased, read shipping information, decision up the coaching manual for that item and effectively answer the difficulty. The complete interaction is hold on within the client Relationship Management system, able to be recalled if the client calls once more. The client incorporates a higher, a lot of targeted expertise and also the company edges from improved productivity.

#### 5. Advantages and Disadvantages of E-Retailing

Management information systems are utilized by organizations to trace, store, manipulate and distribute information to the acceptable folks once necessary. Employing a management data system will change a business to contour its

operations interested in a cohesive functioning component MIS carry business decision-making by providing administration with essential information. They serve to reinforce the group's communication, reduce human labor, carry short- and long-run business goals and distribute advanced information.

### 5.1 Advantages

- **Economic process:** It's not only brought the planet nearer along, however it's allowed the world's economy to become one mutuality system. This suggests that we will not solely share information quickly and expeditiously, however we will additionally bring down barriers of linguistic and geographic boundaries. The planet has developed into a world village owing to the assistance of information technology permitting countries like Chile and Japan who aren't only separated by distance however additionally by language to shares concepts and information with one another.
- **Communications:** Among the assistance of IT, it has additionally become cheaper, quicker, and additional economical. We will currently communicate with anyone round the globe by merely text electronic communication them or causing them an email for a nearly instant response. The web has additionally opened face to face direct communication from completely different components of the planet due to the helps of video conferencing.
- **Value effectiveness:** It is helped to computerize the business method so streamlining businesses to form them very value effective cash creating machines. This successively will increase productivity that ultimately provides rise to profits which means higher pay and less strenuous operating conditions.
- **Bridging the cultural gap:** IT has helped to bridge the cultural gap by serving to individuals from completely different cultures to speak with each other, and permit for the exchange of views and concepts, so increasing awareness and reducing prejudice.
- **Longer:** IT has created it doable for businesses to be open 24 x7 everywhere the world. This suggests that businesses are often open anytime anyplace, creating purchases from completely different countries easier and additional convenient. It additionally implies that you'll be able to have your product delivered right to the doorstep with having to maneuver one muscle.
- **Creation of latest jobs:** Probably the most effective advantage of information technology is that the creation of recent and fascinating jobs. Computer programmers, Systems analyzers, Hardware and software system developers and internet designers are some of the numerous new employment opportunities created with the assistance of IT.

### 5.2. Disadvantages

- **Unemployment:** While information technology could have efficient the business method it has additionally created job redundancies, retrenchment and outsourcing. This implies that plenty of lower and middle level jobs are done away with inflicting a lot of individuals to become idle.
- **Privacy:** Though information technology could have created communication faster, easier and a lot of convenient, it's additionally bought on privacy problems. From mobile phone signal interceptions to email hacking, folks are currently disquieted regarding their once non-public data changing into cognition.
- **Lack of job security:** Industry specialists believe that the web has created job security an enormous issue as since technology keeps on dynamic with on a daily basis. This implies that one should be during a constant learning mode, if he or she needs for his or her job to be secure.
- **Dominant cultures:** While information technology could have created the planet a worldwide village, it has additionally contributed to at least one culture dominating another weaker one. As an example it's currently argued that us influences however most young teenagers everywhere the world currently act, dress and behave. Languages too became overshadowed, with English changing into the first mode of communication for business and everything else.

## 6. Conclusion

Information technology plays very important role within the world. Several changes are occurring in society with the IT. There are many things discuses to contemplate once info technology starts; this present paper makes an effort to: deals with the advantages and disadvantages of IT and therefore the essential roles that are being followed in present state of affairs in information technology.

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