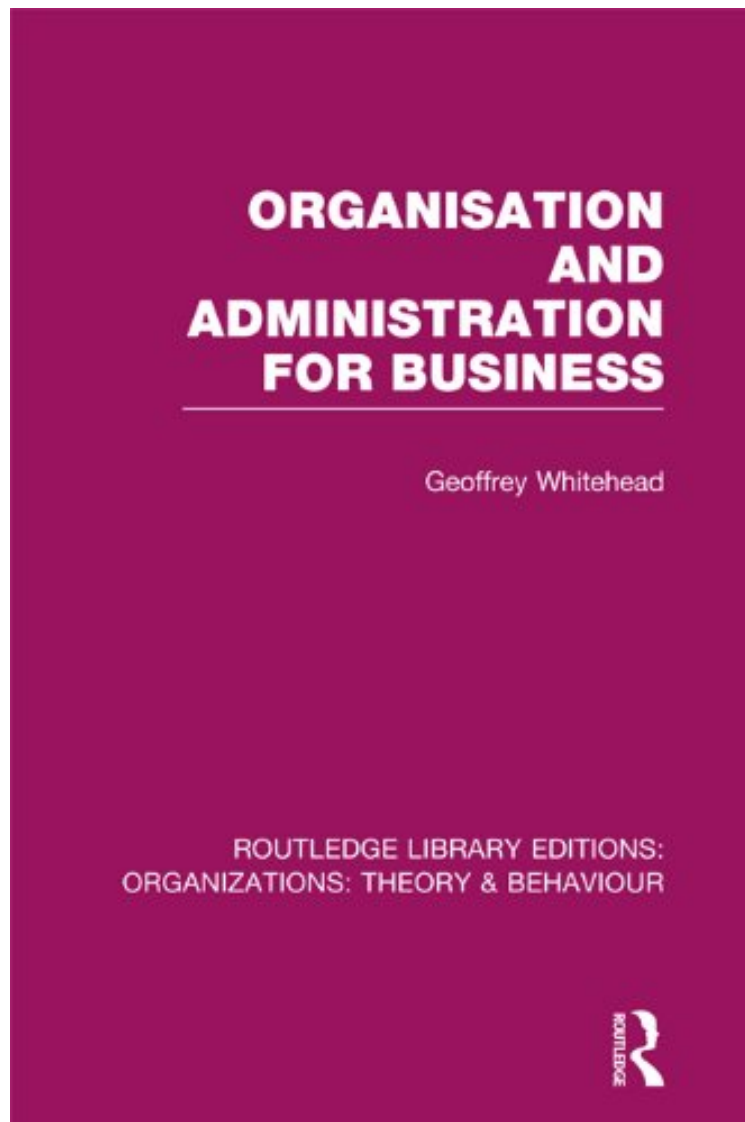


(Free) Organisation and Administration for Business (RLE: Organizations) (Routledge Library Editions: Organizations)

Organisation and Administration for Business (RLE: Organizations) (Routledge Library Editions: Organizations)

Geoffrey Whitehead

*audiobook / *ebooks / Download PDF / ePub / DOC*



 Download

 Read Online

#4184998 in eBooks 2013-05-02 2013-05-02 File Name: B00COKMBIS | File size: 64.Mb

Geoffrey Whitehead : Organisation and Administration for Business (RLE: Organizations) (Routledge Library Editions: Organizations) before purchasing it in order to gauge whether or not it would be worth my time, and all praised Organisation and Administration for Business (RLE: Organizations) (Routledge Library Editions: Organizations):

This book provides a comprehensive introduction to business organisation and administration. Written in a straightforward, readable style this textbook covers all the major aspects of the subject. Starting with the organisational background it goes on to cover the functions of the important departments within the firm, the role of the administrative officer, and other areas of knowledge vital to the smooth running of a business. There are self-assessment questions at the end of each section, past exam questions, study and exam tips and a full index.

About the Author Multivolume collection by leading authors in the field