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The primary purpose of this book is to provide students and others with a concise, thoroughly up-to-date book which will enable them to obtain a sound knowledge of the basic principles and practice of business administration for examination and practical purposes. This book has been produced to make the learning of business administration simple as well as interesting, and intelligent study should equip the reader with a basic knowledge of business administration. This book is a review and study guide. It helps in preparing for exams, in doing homework, and remains a handy reference source at all times. It will thus save hours of study and preparation time. The book provides quick access to the important principles, definitions, strategies, and concepts in business administration. Materials needed for exams can be reviewed in summary form eliminating the need to read and re-read many pages of textbook and class notes.

In this practical, information-packed guidebook, recognized church management expert David Pollock takes you all the way from biblical blueprints to the nut and bolts of wise applications.

An entity-relationship approach to the business, a structured, systematic and intuitive business model of entities, relationships and key data for innovation, entrepreneurship and management. The Business Entity-Relationship Model (ERM) presented in this work enables: - acquire a logical and interrelated view of the key elements of the business and its application in the processes of innovation, entrepreneurship and business management - provide a new definition of the business concept, represent all businesses generically, their specific types and any particular business - redefine innovation more broadly, generate ideas and increase innovation capacity - tackle entrepreneurship with an integrated and interdependent vision of the key elements of the new business - plan, execute and control the business strategy against competitors in a sector of economic activity - identify the origin and understand the apparently complex, heterogeneous and abstract concepts used in business management and generate new key or strategic data in an organized and homogeneous form The new model is based on the Entity-Relationship technique, which allows the representation of the real world by elements called entities and relationships that occur between them. In addition, new concepts called supra-entities, supra-relationships and supra-attributes to cover the diversity of situations and perspectives existing in reality are proposed.

First Edition Awarded Second Place in 2013 AJN Book of the Year Awards! The second edition of this award-winning text, designed specifically for the DNP course in health care economics and finance, remains the only book to embed economic and financial concepts in the context of nursing practice and nursing health care systems. Well organized and clearly written, the second edition is updated to encompass key changes to reimbursement and health care regulations and provides revised statistics throughout. It offers new information on ambulatory care, cost and ratio analysis, additional examples of financial statements, and an updated sample business plan. Enhanced teaching strategies include real life case studies, challenging critical thinking questions, learning games, key words in each chapter, and an extensive glossary. New PowerPoint slides add to the text 's value as a robust teaching tool. Written by experienced DNP executives for DNPs, the book emphasizes critical skills nurse leaders need to participate in strategic health care planning. It delivers a practical approach to business, finance, economics, and health policy that is designed to foster sound business and leadership. The text clearly explicates the relationship between cost of care, quality of care, and ethics, and examines the economic and financial implications of evidence-based practice and quality. Also included is a special section on finance for independent practitioners. Additionally, the book delivers required competencies of the AACN Essentials and the AONE. New to the Second Edition: Updated statistics throughout New information on ambulatory care A cost and ratio analysis Additional examples of financial statements Updated business plan Enhanced faculty support PowerPoint slides

Covering both core and option units, with an accompanying CD-ROM containing further IT units, this full-colour candidate handbook matches the NVQ Business and Administration standards.

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.

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