

Organization and Management



by F. Alminar-Mutya, *DBA, CPME*

Business Organization and Management

FOR SENIOR HIGH SCHOOL

Ruby F. Alminar-Mutya, *DBA, CPME*

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Preface

Business Organization and Management is an introductory-level textbook that is kept to a reasonable length. Topics are arranged in a logical sequence that continually builds on previous chapters. The content contributes to several curriculum requirements for senior high school, K-12 and higher education unit under business administration track. It includes timeless fundamental principles along with newer concepts and current information. A recurring theme in the book is that management is contingent and the right approach depends on changing forces. The title contains discussions for students to aim certification on areas of management theories, strategic planning, human resources management, managerial skills, leadership, interpersonal skills, managerial ethics, professional development and communication. Students are faced with management scenarios and problems where options are not multiple-choice problems with a single best answer. This book will make users sensitive on the principles, theories, methods and tools so as to size up situations and develop own solutions. Practical exercises within each chapter, where the author's writing style has been validated by her years in the academe, shall keep the students more engaged, interested, provide few loose time on videos, and help them better to remember what they read. It is a style that have been successfully used to teach undergraduate business administration group.

Business Organization and Management is centric about what managers and how they can perform their jobs more effectively. The students are the centerpiece of this title. Written on a tactic for engaging students to understand the content and motivate them to read through the assigned pages. To further draw them to the concepts illustrated, key concepts are embedded in the text so they are more clearly interwoven in the discussion.

Business Organization and Management was crafted to close the gap between what managers actually do or think about and what the existing crowd of management books present as contemporary practices. The logical flow of content, its writing style, real-world examples, and remains focused on the roles of managers offer a relevant view of management. For over 100 years, industrialist Henri Fayol proposed five functions of management, four of which have been the foundation of management books over the past 40 years, including planning, organizing, directing or leading and controlling. While these management functions are timeless, some of these functions are markedly different from effective managers today, making this title evolutionary in approach to adapt to change. Along with its contemporary management structure, this book offers up-to-date management concepts, recognizing social concerns with globalization, practicing backchannel control methods.

Business Organization and Management opens every chapter with learning objectives. Chapter by chapter, a new business owner, a chief executive officer is followed as member of the management team. Instructor resources include suggested web-sites and on-line references, power point presentation, exercises key

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