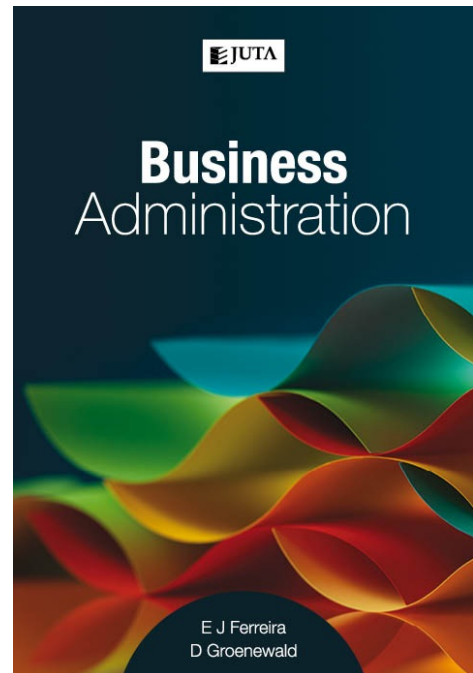


Business Administration

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About this Publication:

A successful and competent administrative manager is integral to any profitable and efficient organisation or office. *Business Administration* has been written specifically for people working in the field of business administration, as well as those studying Business Administration at higher education institutions. The content is specific to the South African market, and it is the only local textbook on this topic.

Topics Include

- The role of administrative management within an organisation
- Information systems, office systems and the management of information
- Planning, organising, leading, control and problem-solving.

Contents Include:

Chapter 1: The role of administrative management within an Organisation

Chapter 2: Information and knowledge management

Chapter 3: Information systems

Chapter 4: Planning function

Chapter 5: Organising in the administrative function

Chapter 6: Leading in the administrative function

Chapter 7: Controlling office activities Quality of writing

Of Interest and Benefit to:

Any course on Business Administration. This book provides aspirant administrative managers with a good foundation, and offers practising managers the insight that will enable them to manage the administration needs of an organisation more timeously and efficiently, making them invaluable to that organisation.