

Contents

	Page
Chapter 1 The business organisation	1
Chapter 2 Business organisation and structure	17
Chapter 3 Organisational culture in business	57
Chapter 4 Information technology and information systems in business	75
Chapter 5 Stakeholders in business organisations	111
Chapter 6 External analysis – political and legal factors	123
Chapter 7 External analysis – economic factors	145
Chapter 8 External analysis – social, environmental and technological factors	201
Chapter 9 Competitive factors	223
Chapter 10 Professional ethics in accounting and business	243
Chapter 11 Governance and social responsibility in business	271
Chapter 12 Law and regulation governing accounting	297
Chapter 13 Accounting and finance functions within business	313
Chapter 14 Financial systems and procedures	337
Chapter 15 The relationship between accounting and other business functions	373
Chapter 16 Audit and financial control	385
Chapter 17 Fraud, fraudulent behaviour and their prevention in business	417
Chapter 18 Leadership, management and supervision	445
Chapter 19 Recruitment and selection of employees	473
Chapter 20 Individual, group and team behaviour	503
Chapter 21 Motivating individuals and groups	525
Chapter 22 Learning and training at work	545

Chapter 23	Review and appraisal of individual performance	567
Chapter 24	Personal effectiveness at work	587
Chapter 25	Communicating in business	613
Index		1.1