

Contents

1. Types of Company and Organisational Structures	5
2. Management and Leadership.....	14
3. Marketing and Advertising.....	27
4. Employment and Human Resources.....	41
5. Accounting and Financial Statements	53
6. Banking Services	62
7. Money Issues	70
8. Shares and Bonds	83
9. Mergers and Acquisitions / Takeovers	94
10. Producers, Production, Products.....	102
11. Insurance.....	108
12. Imports and Exports	113
Reference Books.....	155