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### **Modern Management by Samuel C. Certo**

Management (or managing) is the administration of an organization, whether it is a business, a not-for-profit

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organization, or government body. Management includes the activities of setting the strategy of an organization and coordinating the efforts of its employees (or of volunteers) to accomplish its objectives through the application of available resources, such as financial, natural ...

### **Management - Wikipedia**

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Introducing Modern Management The Process of management is composed of 4 functions - Name them Planning, Organizing, influencing and controlling.

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