

# Business Procedures

## Study Guide

- Assertive Body Language
- Career Boosters
- Career Management Tools
- Contingent Employment
- Decision Making
- Effective Distribution
- Elements in Supervisions
- First Personal Computer
- Father of Database Management
- Fastest-Growing Population Group
- First Interview Questions
- Generation Y Workers
- Hidden Job Market
- History of Business
- Human Relations
- Human Resource Management
- Increased Diversity in the Workplace
- Insurance Fraud
- Language Patterns
- Leadership Styles
- Levels of Management
- Mosaic
- Most Used Communication Language
- Nonverbal Communication
- Organizational Structure
- Outdated Phrases
- Parts of a Database
- Process of Management
- Retail Franchise Stores
- Robert Owen and Andre Ure
- Rules for E-mail Communication
- Skills for Manager
- Sources for Job Leads
- Time Sensitive Issues
- Training Methods
- Types of Influences
- Types of Language Databases
- Types of Ownership
- Types of Templates
- Types of Viruses
- Virtual Corporation
- White-Collar Crime
- Word Usage

### Terminology:

- CAI
- CIO
- Corporation
- GDP
- GIGO
- Legal Workforce
- Marketing Concepts
- MID
- Midi
- Neurolinguistic Programming
- Open-Loop System
- Opportunity Cost
- Policy
- Strategic Plans
- Technostress