

# NOTA BAB 4: BAHAGIAN-BAHAGIAN FUNGSIAN UTAMA DALAM ORGANISASI PERNIAGAAN

## BAB 4: BAHAGIAN-BAHAGIAN FUNGSIAN UTAMA DALAM ORGANISASI PERNIAGAAN

### Bahagian-bahagian Fungsian Utama dalam Organisasi Perniagaan

- 1. Fungsian**
    - merujuk kepada pengelompokan tugas
    - berdasarkan fungsi asas organisasi
    - seperti :
      - pentadbiran,
      - pengurusan sumber manusia,
      - kewangan,
      - teknologi maklumat
      - komunikasi
      - penyelidikan dan pembangunan (R & D),
      - pembelian,
      - pengeluaran,
      - pemasaran,
      - pengagihan,
      - perkhidmatan pelanggan,
      - jualan.
  - 2. Struktur organisasi perniagaan merupakan:**
    - Susunan dan hubungan antara setiap bahagian fungsian yang terdapat dalam sesebuah organisasi perniagaan.
    - **Struktur organisasi:**
      - dibahagikan mengikut bahagian fungsian
      - supaya setiap ahli dalam organisasi mengetahui:
        - kedudukan,
        - tanggungjawab, dan
        - spesifikasi tugas masing-masing
      - agar dapat mencapai visi, misi, dan objektif (VMO) perniagaan yang telah ditetapkan.
  - 3. Carta organisasi merujuk kepada:**
    - struktur organisasi yang dipamerkan dalam bentuk hierarki dan
    - menggambarkan aspek penting seperti pembahagian kerja, hubungan antara ketua dengan pekerja, jenis tugas, dan hierarki atau peringkat pengurusan.
  - 4. Tujuan bahagian fungsian adalah seperti yang berikut:**
    - **Penumpuan pada bidang tugas sahaja**
    - mengikut kemahiran dan pengkhususan.
    - **Berupaya meningkatkan kemahiran**
    - kerana melakukan tugas yang sama dalam sesuatu jabatan yang sama
    - **Memudahkan usaha melatih pekerja baharu**
    - kerana bidang pengkhususan yang sama.
    - **Dapat menjimatkan kos dan memudahkan pengurusan**
    - kerana dapat berkongsi sumber yang sama.
- Peranan bahagian fungsian pentadbiran**
- ialah menjalankan urusan dalam organisasi
  - seperti:
    - mengurus,
    - menerima, dan
    - menyimpan rekod serta
    - menyediakan dokumen syarikat

# Bab 4 Nota Ringkas

**Mohd. Idris Jauzi**



## **Bab 4 Nota Ringkas:**

**Studi smart** Malek Muhamat Said,2006      **Halal dan Haram dalam Islam** Yusuf Al-Qaradhawi Ph.D., Mohd Hafiz bin Daud,2016-03-08 Buku Halal dan Haram dalam Islam karangan Syeikh Dr Yusuf Al Qaradhawi ini adalah cetakan yang ke 70 ataupun lebih tidak dapat dipastikan Beliau berdoa semoga buku ini memberi manfaat kepada penulis penerbit dan pembacanya Beliau juga berdoa semoga umat Islam dapat menjaga tingkah laku selari dengan hukum hakam yang terkandung dalam Al Quran dan sunnah tanpa menghiraukan ideologi ideologi yang diimport daripada luar Kelainan Buku Halal dan Haram dalam Islam Edisi Kemas Kini Al Qaradhawi menambah baik isi kandungan berbanding cetakan sedia ada sejak lebih 40 tahun yang lalu Hadith hadith dalam buku ini dijelaskan sumber dan martabatnya berbanding buku sebelum ini yang ringkas Beberapa hadith yang dilihat tidak perlu dalam edisi sebelum ini dibuang Namun ia tidak menjejaskan hukum asal yang terkandung dalam buku ini Al Qaradhawi turut memuatkan lampiran soalan soalan berbangkit pembaca buku Halal dan Haram dalam Islam yang sebelumnya Antara soalan kritikan dan jawapan yang dikemukakan dalam buku ini adalah Hukum mengharamkan sembelihan orang Majusi kerana mereka adalah Musyrikin Isu susunan ayat ayat Al Quran tentang arak Isu aurat wanita di hadapan lelaki ajnabi Hukum harus isteri melayan tetamu suami Hukum mengharuskan onani bagi mereka yang mempunyai kehendak naluri seks yang kuat Isu pengharaman kahwin mut ah Hukum perancangan keluarga dan faktor faktor yang mengharuskannya Isu talak ke atas isteri yang sedang haid Isu pengharaman dadu dan pendapat yang memberi keringanan bermain dadu sekiranya tiada unsur taruhan      **Ragam hias al-Qur'an di alam Melayu** Dzul Haimi Md. Zain,2007 Malay influenced decoration and illustration of Korans found in the collections of Malaysia Indonesia and Brunei      Perancangan Kontrak & Memorandum of Understanding (MoU) H. Salim HS., S.H., M.S.,H. Abdullah, S.H. (Notaris),Wiwiek Wahyuningsih, S.H., M.Kn.,2023-01-31 Tidak dapat dipungkiri di era globalisasi saat ini pembuatan kontrak merupakan suatu keniscayaan dalam lalu lintas bisnis baik antara individu ataupun antara badan hukum Buku ini mengupas secara jelas dan tuntas teori dan asas perancangan kontrak kekuatan meningkat Memorandum of Understanding MoU secara hukum dan jenis akta sebagai tempat dituangkannya isi kontrak Pengetahuan yang baik tentang kontrak Memorandum of Understanding MoU tentunya dapat mencegah para pihak yang bersangkutan mencantumkan klausul klausul dalam kontrak yang dapat menimbulkan masalah di kemudian hari Buku ini tidak hanya ditunjukkan untuk kalangan akademisi fakultas hukum program pascasarjana kenotariatan namun juga untuk kalangan praktisi konsultan hukum advokat notaris PPAT staf hukum perusahaan pegawai pada pemerintah provinsi kabupaten kota maupun kalangan pebisnis dan umum yang terlibat dengan perancangan dan pembuatan kontrak dalam kegiatan bisnisnya sehari hari Keistimewaan buku ini Memberikan pemahaman secara utuh dan jelas tentang teknik perancangan kontrak Memorandum of Understanding MoU dalam bingkai ilmu hukum penyajian Membuat contoh contoh dokumen kontrak Memorandum of Understanding MoU yang pernah dibuat tidak hanya berdimensi nasional tetapi juga berdimensi internasional Merujuk pada

peraturan perundang undangan terkini dan kaidah hukum kontrak internasional *Microsoft Excel 2010 Level 1 (Versi Bahasa Melayu)* AMC College, Excel is an electronic spreadsheet program that can be used for storing organizing and manipulating data This manual will introduce to you a basic tutorial to manipulate your data using the worksheet in the Microsoft Excel Version 2010 As-Syamail Al-Muhammadiyah (Edisi 2021) Imam Tirmizi,2020-12-21 Dalam cetakan edisi kemas kini ini terdapat beberapa penambahbaikan yang dilakukan 1 Cetakan ini ditahqiq sebanyak dua kali oleh penterjemah dan ditambah nota kaki bagi memberi penjelasan berkenaan istilah istilah ataupun makna perkataan yang kurang jelas Selain itu beberapa kesilapan teknikal dalam cetakan edisi lama sudah dibetulkan Pembaca boleh merujuk kepada bahagian penerangan dan nota kaki berkotak 2 Terdapat perkataan perkataan yang bergaris disusuli perkataan yang bertanda kurungan Ini bagi menunjukkan perbezaan antara beberapa cetakan yang dirujuk Pentahqiq melampirkan kedua duanya bagi mengelakkan timbul kekeliruan apabila dibandingkan cetakan cetakan itu 3 Terdapat hadith hadith yang tidak dinyatakan sanad dan matannya kerana wujud hadith yang sama sebelumnya Sekiranya pembaca menjumpai hadith itu pembaca boleh merujuk kepada hadith sebelumnya atau nombor nota kaki yang tertera 4 Dalam edisi Kemas Kini 2021 ini susun atur perkataan ditambahbaik dari segi grafik supaya lebih menarik dan cantik 5 Dalam edisi Kemas Kini 2021 ini juga terdapat bahagian tambahan iaitu maklumat mengenai kitab kitab Syamail Muhammadiyah yang ada sejarah ringkas Imam At Tirmidzi dan juga ringkasan sejarah Rasulullah s a w Dalam surah al Ahzab ayat 56 Allah s w t menyatakan Sesungguhnya Allah dan para malaikat Nya berselawat kepada Nabi Wahai orang yang beriman berselawatlah kamu kepadanya dan ucapkanlah salam penghormatan kepadanya Bacalah selawat Allahumma solli ala saidina Muhammad wa ala alihi wa ashabihi ajma in Maksudnya Ya Allah kurniakanlah kepujian kepada Nabi Muhammad s a w ahli keluarga dan sahabat sahabat Baginda Ke Arah Reformasi Islam Ahmad Farouk Musa,Shuhaib Ar Rummy Ismail,2021-07-27 Buku ini mempelopori usaha penting dalam mereformasi sumber sumber dan aspek hukum Islam dan pemahamannya yang dirumuskan daripada ajaran dan tulisan pembaharu Sudan Shaykh Mahmoud Mohamed Taha Ia mengusahakan penafsiran semula terhadap undang undang tradisional dengan berdasarkan prinsip dan kaedah yang radikal yang dirumuskan Ustadh Mahmoud yang bertujuan melantarkan asas intelektual bagi interpretasi ulang yang menyeluruh terhadap sifat dan makna undang undang awam Islam Pendidikan di Malaysia Sufean Hussin,1993 History system and philosophy of education in Malaysia **Nota keuangan dan anggaran pendapatan dan belanja negara** Indonesia,2008 Report on budget appropriations and expenditures of the Republic of Indonesia **Pemandangan ringkas tentang hukum di Indonesia** H. Th. Ch Kal,1955 **Sulalat-us-Salatin** ,2008 Literary and textual criticism on Sulalat us Salatin or Sejarah Melayu a Malay classic literature **Mengenal Malaysia** ,1988 Malaysia from economic historic and political perspectives **Beberapa topik asas sociolinguistik** Noriah Mohamed,2003 Variations in Malay sociolinguistics in Malaysia Kaji kewangan perniagaan anda Yep Putih,1984 *Dewan masyarakat* ,1994 **Masyarakat dan kebudayaan Malaysia** Aziz

Deraman,1994 Society and culture in Malaysia      *BEPEKA-RI* Adjat Sudradjat,1997 Role and functions of Badan Pemeriksa Keuangan the National Auditing Board of Indonesia      *Reka bentuk elemen dan sistem mekanik* Abdul Rahim Abdul Manaf,Amir Ihsan Abdul Salam,Mustafa Ab Kadir,Mohd. Faizul Mohd. Sabri,2007      **Faham ilmu** Mohd. Idris Jauzi,1990  
Concept of knowledge with reference to its development and impact to education in Malaysia collection of articles      Kamus Dewan perdana ,2020 Dictionary of Malay language

## **Bab 4 Nota Ringkas** Book Review: Unveiling the Magic of Language

In an electronic digital era where connections and knowledge reign supreme, the enchanting power of language has become more apparent than ever. Its ability to stir emotions, provoke thought, and instigate transformation is actually remarkable. This extraordinary book, aptly titled "**Bab 4 Nota Ringkas**," published by a highly acclaimed author, immerses readers in a captivating exploration of the significance of language and its profound effect on our existence. Throughout this critique, we will delve into the book's central themes, evaluate its unique writing style, and assess its overall influence on its readership.

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### **Table of Contents Bab 4 Nota Ringkas**

1. Understanding the eBook Bab 4 Nota Ringkas
  - The Rise of Digital Reading Bab 4 Nota Ringkas
  - Advantages of eBooks Over Traditional Books
2. Identifying Bab 4 Nota Ringkas
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an Bab 4 Nota Ringkas
  - User-Friendly Interface
4. Exploring eBook Recommendations from Bab 4 Nota Ringkas
  - Personalized Recommendations
  - Bab 4 Nota Ringkas User Reviews and Ratings
  - Bab 4 Nota Ringkas and Bestseller Lists

5. Accessing Bab 4 Nota Ringkas Free and Paid eBooks
  - Bab 4 Nota Ringkas Public Domain eBooks
  - Bab 4 Nota Ringkas eBook Subscription Services
  - Bab 4 Nota Ringkas Budget-Friendly Options
6. Navigating Bab 4 Nota Ringkas eBook Formats
  - ePub, PDF, MOBI, and More
  - Bab 4 Nota Ringkas Compatibility with Devices
  - Bab 4 Nota Ringkas Enhanced eBook Features
7. Enhancing Your Reading Experience
  - Adjustable Fonts and Text Sizes of Bab 4 Nota Ringkas
  - Highlighting and Note-Taking Bab 4 Nota Ringkas
  - Interactive Elements Bab 4 Nota Ringkas
8. Staying Engaged with Bab 4 Nota Ringkas
  - Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - Following Authors and Publishers Bab 4 Nota Ringkas
9. Balancing eBooks and Physical Books Bab 4 Nota Ringkas
  - Benefits of a Digital Library
  - Creating a Diverse Reading Collection Bab 4 Nota Ringkas
10. Overcoming Reading Challenges
  - Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
11. Cultivating a Reading Routine Bab 4 Nota Ringkas
  - Setting Reading Goals Bab 4 Nota Ringkas
  - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Bab 4 Nota Ringkas
  - Fact-Checking eBook Content of Bab 4 Nota Ringkas
  - Distinguishing Credible Sources
13. Promoting Lifelong Learning

- Utilizing eBooks for Skill Development
  - Exploring Educational eBooks
14. Embracing eBook Trends
- Integration of Multimedia Elements
  - Interactive and Gamified eBooks

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