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Class/Section 01

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BA130 Module 3 Test

Please give the correct answer.

1. List the four primary functions of management.

Planning, Leading, Organizing, and Controlling

2. What are the four types of planning managers use?

Strategic Planning, Tactical Planning, Contingency Planning, and Operational Planning.

3. What skills do managers need?

Technical Skills, Human relations skills, and conceptual skills.

4. What is the difference between a manager and a leader?

Leaders have people who follow them managers have people that work for them.

5. Identify the three types of leadership styles.

Autocratic Leadership, Participative leadership, and Free-Rein Leadership.

6. List two of Fayol's principles.

Unity of command and Hierachy

7. List two of Weber's principles.

Job descriptions and Written rules

8. Define facility location and facility layout.

Facility location is the process of selecting a geographic location for a company's operations and facility layout is the physical arrangement of resources, including people, to produce goods and provide services most efficiently.

9. Define CAD, CAM, and CIM.

CIM- The uniting of computer-aided design with computer-aided manufacturing. CAD- The use of computers in the design of products. CAM- The use of computers in the manufacturing of products.

10. Labor costs and land costs are two major criteria for selecting the right sites. **True** or False