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## **BA130 Module 3 Test**

**Please give the correct answer.**

- 1. List the four primary functions of management.**
  - a. The primary functions are controlling, leading, planning, and organizing.
  
- 2. What are the four types of planning managers use?**
  - a. Four types of planning include strategic, tactical, contingency, and operational planning.
  
- 3. What skills do managers need?**
  - a. Managers should have conceptual, technical, and human relations skills.
  
- 4. What is the difference between a manager and a leader?**
  - a. In comparison to a manager, whom has employees that work for them, a leader has followers, that choose to follow their guidance and that generally share a belief for a specific cause.
  
- 5. Identify the three types of leadership styles.**
  - a. The leadership styles include autocratic, free-rein, and democratic/participative leadership.
  
- 6. List two of Fayol's principles.**
  - a. Two principles include division of labor and equity.
  
- 7. List two of Weber's principles.**
  - a. Two principles were staffing and promotion based on qualifications, as well as the addition of job descriptions.
  
- 8. Define facility location and facility layout.**

- a. Facility location is defined as the process of selecting a geographic location for a company's operations. Facility layout is defined as the physical arrangement of resources to most efficiently produce goods and provide services.

**9. Define CAD, CAM, and CIM.**

- a. Computer-Aided design is defined as the use of computers in the design of products. Computer-Aided manufacturing is defined as the use of computers in product manufacturing. Computer-Integrated manufacturing is defined as the uniting of computer-aided design with computer-aided manufacturing.

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

- a. True.