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Class/Section

Date: 9-19-20

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, tactical, contingency, and operational planning.

3. What skills do managers need? - Technical, human relations, and conceptual skills.

4. What is the difference between a manager and a leader? - A manager doesn't have someone to help him/her and a leader has a group of people to work with.

5. Identify the three types of leadership styles. - Autocratic, participative or democratic, and free-rein leadership.

6. List two of Fayol's principles. Unity of command and hierarchy of authority.

7. List two of Weber's principles. - Job descriptions and written rules

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

9. Define CAD, CAM, and CIM. CAD – The use of computers in the design of products. CAM – The use of computers in the manufacturing of products. CIM – The uniting of computer-based design and computer-based manufacturing.

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

-True