

IFSTA Company Officer Ch. 4 Exam Questions with correct Answers

Traditional definition of _____ is the activity of getting things done through people.
- Answer- management

_____ is the act of guiding the human and physical resources of an organization to attain the organization's objectives. _____ includes determining what needs to be done and the accomplishment of the task itself. - Answer- management

_____ (1841-1925) very successful manager of a french coal mine.
"General and Industrial Management" 14 principles of management.
Called the " Father of Professional Management"
Management activities can be broken down into several discrete components: Planning, _____,commanding,_____, and controlling. - Answer- Henry Fayol
organizing,coordinating. (Fayol's five basic functions)

_____ - a fair wage for fair work. - Answer- Proper remuneration

_____ covers everything from the next hr to the next decade. - Answer- Planning

Planning is divided into three areas:
Short range- _____, _____, and the rest of the year
mid range ____ - ____ yr
long range beyond ____ yr - Answer- today, tomorrow
1-5
5

When the _____ precedes the action, the action is easier and is often accomplished faster. - Answer- planning

Second function of management - Answer- Organizing

_____ is the breaking down of large task into manageable activities. - Answer- Organizing

_____ is the first function of management. - Answer- Planning

_____ is the third management function. - Answer- Commanding

_____ means that you exercise your delegated authority to get things accomplished and because you are responsible for controlling the resources of an

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