

# 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

# Ifsta Company Officer 4th Edition Test Questions

**Camilla Rothe**



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casual subject line welcome aboard new hire name hi new hire name welcome to the