

Chapter 3

Basic Management Functions

Great success in any enterprise comes from a balanced combination of three elements: the mission, the leadership, and the people who make it happen. By far the most important is the mission.

—Roger Federer

Learning Objectives

- 1. Describe the benefits of planning and outline the typical process of the future to plan.
- 2. Describe the types of plans used in business settings and identify and explain the key elements of planning.
- 3. Establish the role of planning as an organizational process and mission.
- 4. Establish the significance of goals and objectives in planning.
- 5. Define action plans and compare the elements of a typical action plan.
- 6. Define organizing and describe its place among the four management functions.
- 7. Compare the separation of duties in organizational life.
- 8. Explain the concept of authority and describe how authority is implemented in three ways: by an organization.
- 9. Define the concepts of "lines of command" and "span of control" as they apply to the role of the first-line supervisor.
- 10. Define the informal organization and describe its potential impact on organizational functioning.
- 11. Define coordinating and controlling, and describe their relationship to the other management functions.

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web what how why the cardiovascular system delivers oxygen and nutrients to the body tissues and carries away wastes such as carbon dioxide via blood the heart pumps blood throughout the body in blood vessels blood flow requires both the

pumping action of the heart and changes in blood pressure

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web classwork packet the circulatory system answer key 1 what structure does the large rectangle in mode l 1 represent the heart 2 what do the arrows in the model represent the direction of the flow of blood the direction of the flow of blood 3 does the oxygen stay constant throughout the circulation of the blood no no 4

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web verified answer chemistry indicate the partial charges for the bonds given in problem 9 58 using the symbols δ delta δ and δ delta δ

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web 33 1 the circulatory system lesson objectives identify the functions of the human circulatory system for questions 7 14 write the letter of the correct answer on the line at the left 7 fluid and small particles that leave the blood are collectively called a plasma c platelets b lymphocytes