

**Page 114 – Questions 1-4**

**Page 119 – Questions 1-3 and the first 3 questions in Number 5.**

**Pages 120-121 – Questions 2-13**

Individual

aSSIGNMENTS:

What is the relationship among the business functions?

What are six skills needed by managers?

**Make an Organizational Chart**

**It is time to hire for your company. You need at least 10 workers for your organization. Decide what functions your team members will perform. Consider each person’s talents and interests. Will your company be structured formally or informally? Make a chart using presentation software (PowerPoint) to show how you organized your company. Present your chart to the class.**

**Use Microsoft Word to create your rough draft.**

**Quiz 1 – Identify the functions of Management described in the examples below:**

**1 – You are asked if the number of customer complaints have decreased and you immediately know the answer.**

**2 – You create a vision of the company to inspire your employees.**

**3 – You make sure your employees know their responsibilities and where they are listed in an organizational chart.**

**4 – You create goals and objectives as well as strategies to meet them.**

**Why do you think effective managers need to be good communicators?**

**START-UP CAPITAL**

**Estimate the capital required to start your business. Create a list of all of your initial expenses. Include items that you will need to purchase once. Then make another list of recurring costs, such as rent, ingredients, etc. Next to each expense, estimate how much that item will costs. If it is a recurring cost, estimate how much you will spend during the first year of operation. To estimate your needs, round numbers to the nearest hundred or thousand.**

**I want you to complete this assignment using Microsoft Excel. Complete Chapter 1 in the Computer textbook before you do this task. Turn in both assignments.**

**CHAPTER 7 – INTRODUCTION TO BUSINESS**

**BUSINESS MANAGEMENT**

After I graduate from College, I plan to own this kind of business - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Introduction to Business and Technology**

**Mr. Lumpkin**

Standard – Define, explain, and apply various management functions including planning, organizing, directing, and controlling.