POB 2.01-2.02 Exam Review WS Name: Date:

* Complete the chart below.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Description** | **Advantages (at least 3)** | **Disadvantages (at least 3)** |
| Sole Proprietorship |  |  |  |
| Partnership |  |  |  |
| Corporation |  |  |  |

* Explain the difference between a dormant partner, a silent partner, a limited partner, a secret partner, and a general partner.
* What is a joint venture?
* Explain the difference between a foreign, domestic and an alien corporation.
* Explain the difference between a public corporation and a private corporation.
* Define management.
* Identify and describe the 5 functions of management.
* Identify and describe the 4 levels of management.
* Identify and describe the 3 styles of management.
* Identify and describe the 3 leadership styles.
* What is a human resources manager?
* What is a job analysis?
* Explain the difference between time wage, salary, commission, piece rate, and base plus compensation.
* Explain the difference between a transfer and a promotion.
* Explain the difference between a discharge and a layoff.

POB 2.03-2.05 Exam Review WS Name: Date:

* Identify the 4 types of businesses that make products.
* Explain the difference between extraction/cultivation, processing, and manufacturing.
* Explain the difference between mass production and custom manufacturing.
* What is materials processing?
* Explain the difference between continuous processing and intermittent processing.
* Explain the difference between pure research and applied research.
* What are the 5 steps in product design?
* Define the production process.
* Define inventory management.
* What is CPI?
* List the 6 steps in the continuous improvement process.
* What are the 3 main tasks of facilities management?
* What is the difference between logistics and supply chain?
* Explain why good scheduling is important for a company.
* Explain the difference between safety procedures and security procedures.
* Define management information system.
* What are the 5 steps in the management information system process?
* What is e-commerce?
* What are the 4 markets in e-commerce? Give an example for each.
* Identify 4 types of workplace technology.
* What is telecommuting?
* Identify 4 concerns related to technology. Briefly describe each.

**✔Complete Unit 2.00 Vocats Exam Practice on BB (you need at least a 27 out of 30)**

**✔Complete the assigned 2.03, 2.04 and 2.05 Quia Reviews – Linked on BB (you need at least 3 min. on each game)**