

MODULE 3 – PLANNING: THE BASIC FUNCTION OF MANAGEMENT



INTRODUCTION

Benjamin Franklin was known for the following saying, “By failing to prepare, you are preparing to fail”. Setting goals and plans ahead of time is vital for the success of the set objectives. Failing to prepare is like constructing a building with no assurance of its stability and concreteness. Just like in doing a business, establishing such is not like a magic that will just appear in a snap an instead, those successful businesses are products of great minds who plan in ahead of time with the vision of achieving their goals in certain period of time.

In addition, according to the words of Urwick , “Planning is a mental predisposition to do things in orderly way, to think before acting and to act in the light of facts rather than guesses”. In management, planning is considered to be the basic foundation as it sets the criteria on what, when and how it should be done and who is accountable to do a specific task needed in the achievement of the organizational goal.

This module will provide necessary facts about planning along with the different procedural steps needed in generating business strategies as well as the different types of planning.



LEARNING OUTCOMES:

After reading this module, the learner should be able to:

1. Define Planning and associate it's importance to every day's living.
2. Identify the different types of planning and its uses.
3. Realize the procedural steps necessary in planning.
4. Analyze the different analysis use in decision making.



TIME:

The time allotted for this module is 3 hours.



LEARNER DESCRIPTION

The participants in this module are BSA and BSBA students

Virtual Business Lesson 3 Answers

Mark Steyvers

A red circular graphic with a gradient, appearing as a semi-circle or a partial circle, located to the right of the name Mark Steyvers.

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Online Teaching and Learning Beverley E. Crane, 2016-12-01 Designed for experienced librarians librarians new to the profession and library school students Online Teaching and Learning A Practical Guide for Librarians provides a comprehensive framework that encompasses all aspects of planning designing creating implementing and assessing online learning for all types of libraries including public academic special and K-12 It also provides a valuable guide for teachers administrators and other educators Online Teaching and Learning A Practical Guide for Librarians features three main sections Section I Theory into Practice forms the basis in theory of learning that ultimately influences practice It includes definition importance in today's society benefits and challenges and categories and types of online learning with examples to illustrate each Section II Creating Online Instruction explores how to create an online course describing components and stepping through the process using a model on the topic of information literacy Design and instructional tips for creating other types of online instruction are also given Section III Practical Applications provides examples of different types of online instruction and materials in all types of libraries Then step by step detail explains how librarians can create this type of instruction and or learning materials on their own Included are worksheets handouts and exercises Online Teaching and Learning A Practical Guide for Librarians puts it all together to provide what the library must consider as it prepares for this new challenge and opportunity It provides a comprehensive guide instructing online programs how to employ library services as part of their program It is also designed to instruct librarians to incorporate the skills necessary to build a virtual library environment and teach the skills required to meet the needs of online learners As the educational landscape changes with blended and online learning taking center stage new and established librarians need a guide to inform them of skills they will need and show them how to create the resources for their new online audience

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Table of Contents Virtual Business Lesson 3 Answers

1. Understanding the eBook Virtual Business Lesson 3 Answers
 - The Rise of Digital Reading Virtual Business Lesson 3 Answers
 - Advantages of eBooks Over Traditional Books
2. Identifying Virtual Business Lesson 3 Answers
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Virtual Business Lesson 3 Answers
 - User-Friendly Interface
4. Exploring eBook Recommendations from Virtual Business Lesson 3 Answers
 - Personalized Recommendations
 - Virtual Business Lesson 3 Answers User Reviews and Ratings
 - Virtual Business Lesson 3 Answers and Bestseller Lists

5. Accessing Virtual Business Lesson 3 Answers Free and Paid eBooks
 - Virtual Business Lesson 3 Answers Public Domain eBooks
 - Virtual Business Lesson 3 Answers eBook Subscription Services
 - Virtual Business Lesson 3 Answers Budget-Friendly Options
6. Navigating Virtual Business Lesson 3 Answers eBook Formats
 - ePub, PDF, MOBI, and More
 - Virtual Business Lesson 3 Answers Compatibility with Devices
 - Virtual Business Lesson 3 Answers Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Virtual Business Lesson 3 Answers
 - Highlighting and Note-Taking Virtual Business Lesson 3 Answers
 - Interactive Elements Virtual Business Lesson 3 Answers
8. Staying Engaged with Virtual Business Lesson 3 Answers
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Virtual Business Lesson 3 Answers
9. Balancing eBooks and Physical Books Virtual Business Lesson 3 Answers
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Virtual Business Lesson 3 Answers
10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine Virtual Business Lesson 3 Answers
 - Setting Reading Goals Virtual Business Lesson 3 Answers
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Virtual Business Lesson 3 Answers
 - Fact-Checking eBook Content of Virtual Business Lesson 3 Answers
 - Distinguishing Credible Sources
13. Promoting Lifelong Learning

- Utilizing eBooks for Skill Development
- Exploring Educational eBooks

14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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