

مكتبة

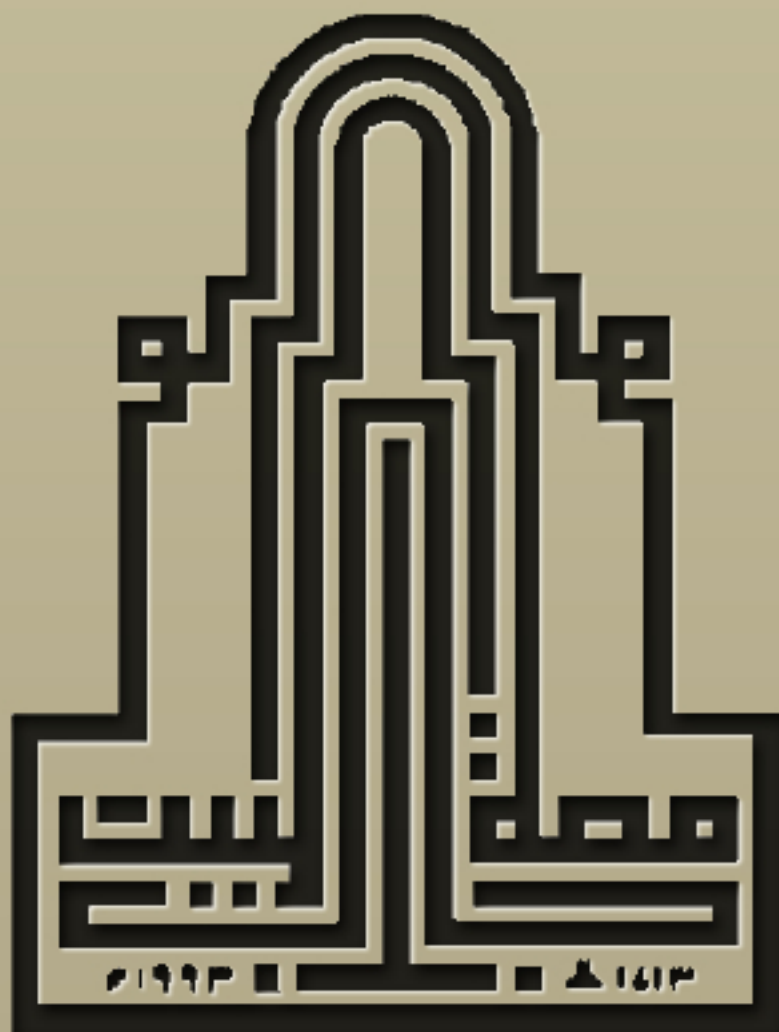
” خذُ وأعطي ”

الإلكترونية

جامعة آل البيت " كلية الإقتصاد "

مجموعة طلابية تسعى لتوفير كل ما يلزم طلاب

كلية إدارة المال والاعمال من مواد وشرحات واسئلة بصورة الكترونية





Al al-bayt university
Faculty of Economics
Business Department

Principles of management
First Exam (20 Points)
Oct-31-2010

Student Name
Seat Number
Lecture Time

Part One: This part has 20 multiple-choice questions and you need to circle the correct answer. (20 marks)

1- _____ refer(s) to a job science that includes careful selection and training of workers along with proper supervisory support.

- A. Administrative principles. B. Scientific management. C. Contingency theory.
D. Self-actualization.

2- Henri Fayol is noted for originating which of the following concepts?

- A. The scalar chain principle. B. The unity of command principle. C. The unity of direction principle. D. All of the above.

3- A manager may be defined in the text as _____.

- A. someone who directly supports and helps activate the work efforts and performance accomplishments of others B. someone who is loyal to the organization C. someone who is responsible for directing and/ supervising lower level employees D. someone who is part of the organizational hierarchy.

4. Setting performance objectives and determining the action steps for accomplishing them describes the management function of _____.

- A. Planning B. organizing
C. Leading D. controlling

5 _____ pioneered the use of motion studies as a management tool:

- A. Frederick Herzberg. B. Max Weber.
C. Abraham Maslow. D. Frank and Lillian Gilbreth.

6 Which of the following is NOT one of the four principles of scientific management developed by Frederick Taylor?

- A. Carefully select workers with the right abilities for the job.
B. Carefully train workers to do the job and provide proper incentives.
C. Organize tasks into groups to encourage teamwork.
D. Provide management support for workers.

7- The degree of importance associated with _____ skills remains relatively consistent across all levels of management.

- A. Technical B. human
C. diagnostic D. conceptual

8- The scientific application of mathematical techniques to management problems is known as _____.

- A. Systems theory. B. Contingency theory. C. Scientific management. D. Management science.

9- Which of the following gives the BEST description of the management function called leading?

- A. Monitoring performance, comparing results, and taking corrective action.
B. Defining tasks, assigning personnel, and supporting them with resources.
C. Setting goals, allocating resources, and giving corrective feedback.
D. Building commitment and enthusiasm for people to apply their talents to help accomplish plans.

10. According to Robert Katz, the managerial skills most important to a top manager are:

- A. Technical skills. B. Organizational skills.
C. Administrative skills. D. Conceptual skills.

11. Which managerial skill is likely to be especially important to managers who occupy roles such as disturbance handler, negotiator, and resource allocator?

- A. Human. B. Technical.
C. Administrative. D. Conceptual.

12. The four basic functions of management are _____.

- A. delegating, planning, organizing, and order giving.
B. organizing, leading, controlling, and order giving.
C. delegating, organizing, leading, and controlling.
D. None of the above is correct.

13. _____ are responsible for the performance of the organization as a whole or of one of its major parts.

- A. Top level managers B. Middle level managers
C. Team leaders or supervisors D. Functional managers

14. Managers who use their special technical expertise to support the efforts of line workers are called:

- A. line managers B. staff managers
C. project managers D. general managers

15- Inspiring and motivating employees to work hard and supporting their efforts to fulfill plans and accomplish objectives describes the management function of _____.

- A. Planning. B. Motivating. C. Leading. D. Controlling.

16- Henry Mintzberg identified a set of roles that managers perform. These roles are grouped into which of the following three categories?

- A. Interpersonal, strategic, and decisional. B. Strategic, informational, and authoritarian.
C. Interpersonal, informational, and decisional. D. Supervisory, authoritarian, and decisional.

17. The three branches of the classical approach to management are _____.

- A. Behaviorism, rationalism, and self-actualization.
B. Authoritarian, permissive, and homeostatic.
C. Economic, modern, and self-actualizing.
D. Scientific management, administrative principles, and bureaucratic organization.

18. When managers are classified according to hierarchical level in the organization they are described as:

- A. global and domestic B. top, middle, and first line managers
C. administrative and general D. functional, staff, and line

19- An organization is a _____.

- A. collection of people working on the same projects B. collection of people working together to achieve a common purpose
C. collection of people reporting to the same manager D. collection of people working in different departments

20- Max Weber believed that _____ could correct performance deficiencies in late 19th century German organizations.

- A. A loosely structured system. B. Bureaucracy. C. A contingent organization D. An organic organization.