


Course No: MGNA 3216
Course Title: Management in English
Language
Date: 15/03/2017
No. of Questions: 3
Time: 1hour
Using Calculator (No)

University of Palestine

1st Midterm Exam
2nd 2017/2018
Total Grade:

Instructor Name: _____
Student No.: _____
Student Name: _____
College Name: Business & Finance
Dep. / Specialist: _____
Using Dictionary (No)

First Question

Which of the following questions is (True) or (False):

1. Manager- Someone who coordinates and oversees the work of other people so that organizational goals can be accomplished.
2. Roles are specific actions or behaviors expected of a manager?
3. Informational roles as one of the management roles means; Monitor, disseminator and spokesperson?
4. Technical skills as one the skills that managers need, means- Knowledge and proficiency in a specific field?
5. First-line Managers - Individuals who manage the work of first-line managers?
6. Top Managers - Individuals who are responsible for making organization-wide decisions and establishing plans and goals that affect the entire organization?
7. Management means involves coordinating and overseeing the work activities of others so that their activities are completed efficiently and effectively?
8. Effectiveness means; "Doing things right" Getting the most output for the least inputs?
9. Management strives for low resource waste and high goal attainment?
10. Planning means; Arranging and structuring work to accomplish organizational goal?

Second Question

Multiple choice, choose the right answer?

1. Common Characteristics of Organizations
 - a. Have a distinct purpose (goal)
 - b. Composed of people
 - c. Have a deliberate structure
 - d. All the above
2. Skills Managers Need
 - a. Technical skills
 - b. Human skills
 - c. Conceptual skills
 - d. All the above
3. How The Manager's Job Is Changing
 - a. The Increasing Importance of Customers and Innovation
 - b. The Increasing Importance of Customers and operation
 - c. The Increasing Importance of Customers and marketing
 - d. All the above
4. Classifying Managers includes;
 - a. First-line Managers
 - b. Middle Managers
 - c. Top Managers
 - d. All the above
5. Approaches to Defining What Managers Do.
 - a. Functions they perform.
 - b. Roles they play.
 - c. Skills they need
 - d. All the above

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Third Question

Answer only 3 questions of the followings:

1. Mention in titles the functions managers perform?
2. Discuss the changes that are impacting manager's jobs
3. Mention in points the Common Characteristics of Organizations?
4. Why do we Study Management?

End of Questions
Good Luck