

Course No: MGNA 3216
Course Title: Management in Arabic
language
Date: 2018/4/21
No. of Questions: 3
Time: 1 hour
Using Calculator (No)

University of Palestine

2nd 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. Scientific Management or Taylorism was a scientific method which was used to optimize the way in which tasks were performed thus improving the labour productivity.
2. Gantt chart, which is a bar graph that measures planned and completed work along each stage of production, based on time instead of quantity, volume, or weight.
3. Effectiveness means; "Doing things right" Getting the most output for the least inputs?
4. Bureaucracy = authority should be something that was part of a person's job and passed from individual to individual as one person left and another took over.
5. Behavioral management theory defined Human relations and the social needs of workers are crucial aspects of business management.
6. HRM As an important strategic tool to achieve competitive success through people by treating employees as partners
7. improve organizational performance means that; High performance work practices lead to both high individual and high organizational performance
8. Labor union - an organization that represents owners and seeks to protect their interests through collective bargaining.
9. Employment planning means; managers ensure that they have the right number and kinds of people in the right places at the right times.
10. A job specification is a written statement that describes what a job holder does, how it's done, and why it's done. It typically includes job content, job environment, and conditions of employment.

Second Question

Multiple choice, choose the right answer?

1. Disadvantages of Scientific Management includes;
 - a. Workers felt exploited
 - b. Management stereotyped workers
 - c. Workers were not allowed to form innovative ways to perform their tasks
 - d. All the above
2. Bureaucracies have the following characteristics:
 - a. Well-defined hierarchy
 - b. Division of labour and specialization
 - c. Rules and regulations
 - d. All the above
3. HR plan that allows the organization to achieve those goals by:
 - a. Assessing current and future human resource needs, and Developing a plan to meet those needs.
 - b. Assessing current and future human resource needs, and Developing production to meet those needs.
 - c. All the above
 - d. None

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4. In HRM, selection practice means;
 - a. introducing a new employee to his or her job and the organization
 - b. screening job applicants to ensure that the most appropriate candidates are hired
 - c. establishes performance standards that are used to evaluate employee performance
 - d. all the above
5. Why Is HRM Important?
 - a. To improve organizational performance
 - b. As an important strategic tool
 - c. Source of competitive advantage
 - d. All the above

Third Question

Answer only 3 questions of the followings;

1. Mention in points the 14th Administrative Principle by *Henry Fayol*?
2. Discuss Quality School of management with clearing Quality management considers?
3. Draw the chart of an Overview of the HR Planning Process?
4. Mention in points, what determines Pay and Benefits and how do managers determine who gets paid what?

End of Questions

Good Luck