



Dear students,

First of all you should read carefully through all the exam questions, and then you have to attempt the questions that you can answer completely.

This exam contains three questions, each question contains several branches, and therefore you are required to attempt only the required branches of each question.

Any student answers more than the required, this will not be marked.

Moreover, student who answers different branches for different questions, this will not support him, where the marking criteria depends on answering all the required branches of each question.

Note: this exam contains 5 sheets

Best wishes

Questio	Questio	Questio	TOTAL GRADE
/5	/5	/5	/15

Notes:

**QUESTION ONE:****(5 Marks)****Determine the following statements True (T) or False (F)**

1. Non-managerial Employees Individuals in organizations who direct the activities of others
2. Management is a distinct process consisting of planning, organizing, leading and controlling; utilizing both in each science and art and followed in order to accomplish predetermined objectives of the organization
3. Examples of Managers Associates and Team Members
4. Management is the process of getting things done through the efforts of other people in order to achieve the predetermined objectives of organization
5. Management is the process by which execution of given purpose put into operation and supervise
6. Efficiency measure the appropriateness of the chosen goals, and the degree to which they are achieved
7. Technical skill the ability to work, understand and motivate other people, as individuals or in groups.
8. Industrial revolution Larger organizations developed to serve larger markets
9. Taylor described scientific management as a method of scientifically finding the "one best way to do a job.
10. In the 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.

Answer Table

1	2	3	4	5	6	7	8	9	10

QUESTION TWO:**(5 Marks)**

Choose the suitable answer among the answers listed following each statement:

1. Common Characteristics of Organizations

- a. Goals
- b. People
- c. Structure
- d. All of the above

2. Management key concept

- a. Management
- b. Organization
- c. Administrator
- d. A&B

**3. Functions of Management**

- a. Planning
- b. Organizing
- c. Leading
- d. Controlling
- e. All of above

4. The Elements of Scientific Management

- a. Well-defined hierarchy
- b. Division of labor and specialization
- c. Rules and regulations
- d. Specialization

5. Bureaucracies have the following characteristics

- a. Scientific task
- b. 2. Planning the task.
- c. 3. Vocational selection and training
- d. Records

Answer Table

1	2	3	4	5

UNIVERSITY OF PALESTINE



1st midExam

2nd Semester 2018/2019

Total Grade: 15 Time: 1 hour

Faculty of Management & Finance

Course No: BSNE 1301

Course Title: Management 1

Date: March 2019

No. of Questions: 5

Lecturer Name:

Dr. Anas Lubbad Dep./Specialist:

Management Using Dictionary
(NO)

Using calculator: (yes)