



مدونة المناهج السعودية

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الموقع التعليمي لجميع المراحل الدراسية

في المملكة العربية السعودية

16. Matrix and hybrid systems are two types of planning in the firm ( × )
17. There are more than one budget in the firm such as production budget, purchasing budget and sales budget ( √ )
18. In general, there are two types of plans; standing plans and single-use plans ( √ )
19. Low-level management deals with very important decision in the organization ( × )
20. When we monitor the performance, then we are doing staffing task ( × )
21. Decision making is a process of selecting the best possible alternatives and is not the end product ( √ )
22. The level of esteem needs includes sense of achievement, recognition from others, self respect and being useful ( √ )
23. Maslow's recognized five basic human needs which constitute a " hierarchy " ( √ )
24. Line system organization most of the business houses use it to ensure the separation of mental and manual function ( × )
25. Staff organization has been found to be not successful when there are limited resources to be shared ( × )
26. Functional organizations does not demand high level of interpersonal skills ( × )
27. Military or line system, functional systems and hybrid design are three of five types of organizing personnel in the firm ( √ )
28. The need for planning is usually important in many aspects such as to gain objectives and to increase organization effectiveness ( √ )
29. Planning is primary concerned with the future trends and situation in which other organizations have to work ( √ )
30. Executives are peoples holding jobs or functions that are related to top-level management and are responsibly for preparing strategic plans ( √ )

25. the function that includes how, when, and by whom each of organization task takes place is called...

- a. objectives
- b. procedures
- c. policies
- d. strategies

26. for any organization planning is important because...

- a. objectives should be more concrete and tangible
- b. uncertainties of the future
- c. effectiveness the organization
- d. all of the above

27. when everyone knows whom he is responsible for, then we have a...

- a. no clear situation
- b. mixed responsibilities
- c. vagueness
- d. fixed responsibilities

28. Maslow's need theory recognizes...

- a. physiological and security needs
- b. affiliation esteem needs
- c. self-actualization needs
- d. all of the above

29. types of employment test include...

- a. achievement test
- b. aptitude test
- c. physical test
- d. ( a & b )

30. a leader must provide...

- a. customers goods and full assistant
- b. full stock to maximize profit
- c. a direction toward which employees
- d. non of the above





17. The function that takes the organization from certain position to different position is called...

- a. Policies
- b. Strategies
- c. Procedures
- d. Objectives

18. When a certain organization is easy to establish and easy to explain to employees, it is then...

- a. Complicated
- b. Rigid
- c. difficult
- d. Simple

19. When everyone knows whom he is responsible for, then here we have a..

- a. No clear situation
- b. Mixed responsibilities
- c. Fixed responsibility✓
- d. Vagueness

20. The word that is similar to decentralization is...

- a. Delegation
- b. Centralization
- c. Dictatorship
- d. Autocracy

21. achieve management objectives, managers pursue...

- a. customer dissatisfaction
- b. efficient use of resources
- c. adequate return on capital
- d. ( b & c )

22. a manager needs to have three basic kinds of skills...

- a. technical, human and conceptual skills
- b. human, running and conceptual skills
- c. technical, horse-riding, and training skills
- d. non of the above

23. strategies and policies in an organization is usually prepared by...

- a. lower-level management
- b. middle management
- c. top-level management
- d. all answers are wrong

24. to take an organization from certain position to a different position you need to have...

- a. objectives
- b. procedures
- c. policies
- d. strategies



9. This role of a manager that deals with the interaction with peers and people outside the organization is called...

- a. Monitor role
- b. Liaison role
- c. Negotiator role
- d. Disseminator role

10. The manager when he or she is disseminating organization information to outside the organization, this role may be known as...

- a. Figurehead role
- b. Liaison role
- c. Resource all locator
- d. Spokesperson

11. The function that includes how, when, and by whom each of the organization task takes place is called...

- a. Policies
- b. Strategies
- c. Procedures
- d. Objectives

12. The specific guide for action is a function within planning process, which is...

- a. Rules
- b. Methods
- c. action plan
- d. Policies

13. The purpose of the management process is to...

- a. Achieve satisfaction
- b. Achieve profits only
- c. Achieve big sales
- d. Achieve organizational goals

14. The ability to work with, understand and motivate people is considered as a...

- a. Human skills
- b. Technical skills
- c. Conceptual skills
- d. Management skills

15. The person who plans, organizes, leads, motivates and controls is known as...

- a. Typewriter
- b. Spokesman
- c. Manager
- d. Electrician

16. The ability to coordinate and integrate organization goals and activities is called...

- a. Human skills
- b. Technical skills
- c. Conceptual skills
- d. Management skills





I. Choose one best alternative of the following questions:

1. The function that deals with developing a frame of reference to identify opportunities and threats, and deals with future is...
  - a. Decision-making function
  - b. Organizing
  - c. Planning
  - d. Directing
  
2. Leadership that influences and motivating human resources is one important aspect of which managerial function...
  - a. Controlling
  - b. Organizing
  - c. Planning
  - d. Directing
  
3. When certain department carries out the selection, recruitment and development of human resources of any organization, it may be...
  - a. Finance department
  - b. Personnel department
  - c. Security and safety department
  - d. Sales department
  
4. Grouping similar tasks into functions and the related functions into departments is one important function of...
  - a. Decision-making function
  - b. Organizing
  - c. Planning
  - d. Staffing
  
5. When an employee is monitoring the performance of an organization and compare it with the standards, then this person may be doing...
  - a. Hiring and firing
  - b. Directing
  - c. Planning
  - d. Controlling
  
6. The technical skills that a manager may acquire, may include...
  - a. Human skills
  - b. Conceptual skills
  - c. Techniques and knowledge
  - d. All answers are wrong
  
7. The level of management that deals with preparing of strategies and policies in an organization is...
  - a. Top-level management
  - b. Middle management
  - c. Lower-level management
  - d. All answers are wrong
  
8. The technical skills that a manager may acquire, may include...
  - a. Human skills
  - b. Conceptual skills
  - c. Techniques and knowledge
  - d. All answers are wrong