

4) Match each item in the left column to the corresponding item in the right column. (Write ONLY the letter of a correct definition) 3 Marks

<u>Concept</u>	<u>Definition</u>
1- Proposed budget	A- A tool that specifies the amount of money to spend on specific items that have long-term use and require significant amount of money
2- Approved budget	b- Environmental analysis, resources, objectives, actions, implementation and outcomes
3- Expense budget	c- A budgeting approach whereby manager use the approved budget of the previous year and then present arguments for why the upcoming year's budget should be more or less
4- Capial expenditure budget	d- A budget that outlines how much money an organization needs; submitted to a supervisor or budget review committee
5- Incremental budget	E- A budget that includes all primary activities on which a unit or organization plans to spend money and the amount allocated for the upcoming year
6- Six steps in planning process	F- A budget that specifies what the manager is actually authorized to spend money on and how much

<i>Question</i>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>
<i>Correct answer</i>						

d) "Greenpeace ranked Cisco number 1 among information technology companies for these efforts" what efforts were those?

.....
.....
.....

2) choose the True or False answer from the following statements: 4 Marks

a) Strategic plans translate tactical plans into specific goals and actions for small units of the organization and focus on the near term. **True/False**

b) Zero-based budgeting assumes that all funding allocations must be justified from zero each year. **True/False**

c) Strategic plans often have longer time frames and are broader in scope than tactical plans. **True/False**

d) Benchmarking refers to as identifying the best practices by your competitors and non-competitors and the results that they produce. **True/False**

3) Circle the most correct answer from the following: - 4 Marks

1) _____ serve "end states" targets that company's managers aim to achieve.

- A) Tactics
- B) Strategies
- C) Objectives
- D) Plans

2) _____ is a decision-making process that focuses on the future of an organization and how it will achieve its goals.

- A) Planning
- B) Programming
- C) Implementation
- D) Budgeting

3) Which of the following statements is true about strategic plans?

- A) Usually centered on departments or small units of the organization.
- B) Normally focused on a strategic business units.
- C) They have a narrow scope, a departmental focus, and a short time frame.
- D) The original plans with a view of the entire organization

4) Which of the following is the purpose of operational plans?

- A) They focus on the broad future of the organization.
- B) They translate tactical plans into specific goals/actions for small organizational units.
- C) They underscore the interdependence of tactical and strategic plans.
- D) They align tactical planning with the overall strategic direction of the company.

5) Which of the following business plans has the broadest scope?

- A) Strategic plans
- B) Tactical plans
- C) Operational plans
- D) Functional plans

6) Identify the question that managers at the "business level" would attempt to address.

- A) "Who are our direct competitors?"
- B) "What resources should be allocated to each of the businesses?"
- C) "What industries should we get into or out of?"
- D) "What activities does my unit need to perform well in in order to meet customer expectations?"

7) _____ is a term that refers to the tool used to quantify and allocate resources to specific activities.

- A) Budget
- B) Contingency plan
- C) Benchmarking
- D) Accounting

8) _____ is a term that refers to a plan that identifies key factors that could affect the desired results and specifies what actions will be taken if key events change.

- A) Tactical plan
- B) Operational plan
- C) Contingency plan
- D) Strategic plan

kingdom of Saudi Arabia	 جامعة نجران NAJRAN UNIVERSITY	Fundamentals of Management
Najran University		Course Code: 3-Mgt102
College of Administrative Sciences		Mid Exam (2)
Dept. of Business Administration		Semester (1)-1437-1348
		Time allowed: 1 Hour

Name of Student:.....
Student's No.....

1) Read the following paragraph carefully and Answer the questions following the paragraph? 4 Marks

Cisco develops plan to prepare for the future

In recent times, Cisco has also purchased companies that produce and sell video conferencing and web security products. Cisco is making these acquisitions to reach its increase into new markets.

In addition, Cisco desires to internally develop new products for existing and new markets. They developed team of managers and employees working together and with other teams to develop new products and to exploit new market opportunities. To facilitate their efforts, Cisco has decentralized to the team the authority to commit resources and to take actions necessary to accomplish their goals.

In other plans to prepare for the future, Cisco is implementing actions that demonstrate the firm's sensitivity to the environment. For example, it has been implementing plans to reduce the company's carbon emissions during 2007-2012. In fact, Greenpeace ranked Cisco number 1 among information technology companies for these efforts. Cisco has also reduced water use at its Sans Jose, California campus, with such actions as the eliminations of external water fountains, using drought-resistant plants in the landscaping, and installing waterless urinals, among others. These efforts save 42 million gallons of water annually: enough to serve 2000 homes per year. These actions are good business because they fulfil the expectations of society and customers, but they also produce financial savings. In this case, the reduced water usage saves Cisco about \$ 135,000 annually.

- a) Cisco purchased companies that produce and sell video conferencing and web security products in order to reach new markets. **True/False**
- b) How did Cisco facilitate efforts to develop new products to exploit new market opportunities?

.....
.....
.....
.....

- c) By eliminations of external water fountains, using drought-resistant plants in the landscaping, and installing waterless urinals, Cisco saved about \$42 million annually. **True/False**