BUS105 PAST TMAs COMPILIATION

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_____ departmentation is the identification of necessary activities for the production and sales of product.
Product

The technique commonly employed by a leader to have human relations between him and his employees are;
Support subordinates

_____ is the process of transferring information from a sender to a receiver with the information being understood by the receiver
Communication

The following conditions are necessary for appropriate span of control in an organization except
The types of material required

The essence of lies in checking existing actions against some desired results which have been determined
Control

Presenting organizational objectives, creating and sustaining morale are the duties of;
Managing director

The following is a criteria or rule for drawing a chart in an organization
All of the above

Value of management is to be able to combine in the right proportion of the factors of production to achieve a given output. Among are the resources except
Labour

Action, being specific, realistic, measurable and time are characteristic of;
A good objective

Interview is used interchangeable with;
Selection

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A good leader, in exercise of his qualities ensure good human relations. Which among the techniques is commonly adopted
All of the above

Each individual often attempts to stick to areas charted for him, defends his own jurisdiction. This is an example of;
Limitations of organization chart

Flat shaped structure falls under;
Wide span of control

The following are examples of different types of training except;
Chairman training

Ways of minimizing conflicts between the line manage and staff manager is;
a and b

Organization can broadly be classified as
Formal/informal organization

_____ is another criteria or rule to be observed in the process of drawing up a chart
Line of authority

_____ is simply the desirable member of subordinates that reports to the manager
A span of control

The following are signs showing that control are inadequate except
Promptness

_____ departmentation is the identification of necessary activities for the production and sales of product.
Product

Interview is used interchangeable with;
Selection

The technique commonly employed by a leader to have human relations between him and his employees are;
Support subordinates

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The very survival of an _____ dictates that a certain minimum profit has to be made
Organization

The word _____ concerns the laying down of policies
Administration

Organization can broadly be classified as
Formal/informal organization

The essence of lies in checking existing actions against some desired results which have been determined
Control

The manager must comply with the requirements for establishing and operating his business
Legal

_____ is another criteria or rule to be observed in the process of drawing up a chart
Line of authority

Control must be tailored to positions, this is necessary so that the right persons will activities in their own fields
Monitor

The following are examples of different types of training except;
Chairman training

_____ is aimed at calculating or predicting what is likely going to happen in the future
Forecasting

_____ is the process of transferring information from a sender to a receiver with the information being understood by the receiver
Communication

Company are also part of the data which have to be processed
Records

The managerial function of leading is simply the process of people so that they will contribute to the goals of the organization
Influencing

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The following is a criteria or rule for drawing a chart in an organization
All of the above

Flat shaped structure falls under;
Wide span of control

In the process of planning in an organization is being made
Decision

_____ distribution, expenditure patterns, saving capability of consumers all affect demands
Income

The ___of any organization include: Finance, Material, Human, Information and Time resources.
Resources

For any organization to prosper, it must utilize the following resources EXCEPT;
Skills resources

Candidates judged to meet the recruitment of the job are selected and assigned on the job they have applied for called
Placement

The environmental factors of a manager include all the below EXCEPT
Natural Environment

Which type of promotion is done according to length of service, performance, personal qualities etc.
Vertical promotion

Which among the following is a type of an objective
Short term objective

The main aim of the manager is to promote
Excellence

One of the following is an advantage of Sole proprietorship
All profits belong to the owner of disadvantage

The workers in an organization on the receipt of necessary directive from their manager must be willing to act is a feature of

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Formal organization

Growth objective is an example of
Business objective

The grouping together into one class and assigned the same rate of supervisors in different departments is an example of
Job classification

When an employee gets more salary without necessary being shifted to new position is referred to as
Horizontal promotion

The aim of all managers whether a senior manager or a junior one is the same. It is to make
Surplus

One of the following is NOT a management values
To disintegrate the activities of subordinates

One of the disadvantages of departmentation by enterprise function
It tends to create over specialization

Which of these level of managers discharge both administrative and executive functions
Low level

Remuneration can be worked out through
All of the above

Which of the following types of training makes use of models
Simulated training

All the features and attributes of an objective can go together if not
Associated

Existing or older employees can benefit from training through
Updating of Skills

Timeliness, Measurability, Reality, Action are some of the characteristics of an/a
Management

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Skills resources

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Updating of Skills

Timeliness, Measurability, Reality, Action are some of the characteristics of an/a
Management

One of the advantages of departmentation by enterprise function that
It follows the principles of occupational specialization

Training in an organization is very essential and is needed for
New and existing employees

All of the following are NOT features of an informal organization EXCEPT
There must be compatibility among members

The definition that management is getting things done through the efforts of others is given by
Sir Reynolds

The following are nature of management EXCEPT;
Managers create deficit

The manager has control over the internal environment factors but NOT over external environment, one of such is;
The customer preference

It tends to make it impossible to have economical central services is a disadvantage of
Departmentation by Product

What is the difference between apprenticeship training and technical training
Duration

One of the following is usually achieved in less than five years
Middle term objective

All of the following are examples of business objectives EXCEPT
Long term objective

A _____ is a guide to action and provides the direction that all organizational efforts will follow.

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Policy

Managing is concerned with _____
Productivity

The executive officers can be regarded as the _____ and supervisors and not the administrators or top level managers.
Middle level managers

At the top level, managers spend more time on _____
Planning and organizing

_____ say that management as a process is designing and maintaining an environment in which individuals, working together in groups, efficiently accomplish selected aims.
Weihrich and Koontz

_____ devote equal time to planning, organizing and leading, that is, equal time to administration and execution.
Middle level managers

Sole Proprietorship or one man business or one woman business advantages exclude _____
Owner bears the loss alone

Nigeria has an estimated area of _____ square kilometer.
941849

_____ is important to any level in an organization.
Management

_____ involve cooperating with one another as a team by creating an environment when people feel secured and free to express their opinions.
Human Skills

The features or characteristics of a good objective includes _____
Measurable

_____ is the ability to solve problems in ways that will benefit the organization.
Design skill

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In the process of planning in an organization _____ is being made.
Decision

_____ is aimed at calculating or predicting what is likely going to happen in the future.
Forecasting

A business organization must have an objective showing its nature, that is its _____
Mission statement

_____ is defined as the design of a desired future and of effective and efficient way of bringing it about.
Planning

Increasing productivity lowers _____ of the product.
Unit cost

Those that practice management by carrying out the functions of management are called _____
Managers

Linked to _____ is the productivity objective.
Profit objective

The appropriate Law(s) to _____ the business depends on the type of business and we have different forms of business organizations.
Register

Population and its distribution constitutes the target markets for goods and services. This can be linked with _____
Demographic environment

CAMD means _____
Companies and Allied Matters Decree

Partnership business merits exclude _____
Profits are shared

The _____ concerns the norms, tastes, and habit of the target population in the community.
Social environment

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The aim of all managers whether a senior manager or a junior one is the same. It is to make surplus or what some people called _____
Profit

The manager, always aim towards _____ so that the unit cost will always be smaller.
Producing more

The employees in a formal organization must share a purpose and the purpose is the reason why the organization _____
Is in existence

Limited liability Company demerit include _____
Ease of ownership transfer

_____ determine business practices and investment climate in the economy.
Government policies

The essential characteristic of __ is that knowledge is based not on emotions or sentiments but on systematic measurement and objectivity.
Science

The _ of management is a dynamic one; that is, it is always undergoing changes.
Environment

The manager must comply with the legal requirements for establishing and operating his _
Business

The social __ concerns the norms, tastes, and habit of the target population in the community.
Environment

_ has important characteristics which must be taken into consideration.
Objective

A _ is a guide to action and provides the direction that all organizational efforts will follow.
Policy

Management is important to any level in an __. In other words, whatever position you find yourself in an organization, you will feel the presence of management.

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Organization

Government policies determine business practices and investment climate in the _.
Economy

__ is a word used by different people with varying meanings.
Management

The word "Administration" concerns the laying down of __.
Policies

In the process of planning in an organization _____ is being made
Decision

Communication makes it possible for changes to happen through the formulation and execution of _____
Plans

Conflicts and grievances are bound to occupy in a _____
Group

The managerial function of leading is simply the process of influencing people so that they will contribute to the goals of the _____
Organization

A business organization must have an objective showing its nature, that is its _____ statement
Mission

_____ is defined as the design of a desired future and of effective and efficient way of bringing it about.
Planning

A good objective commands not only the focus of _____ but also management action.
Management

_____ is the reserve of planning.
Measuring

Inconsistent _____ by a leader or manager can be a source of anxiety and imitation.

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Behaviour

_____ also ensures control through measurement and feedback.
Planning

Job specification, as the name implies, is to specify what manner of a _____ or woman that can reasonably perform the task that has been analyzed and described.
Man

One disadvantage of a tall shaped structure is that superior tends to get too involved in the _____ of the subordinates.
Work

_____, generally, means the shifting of an employee to a new position in which his status, salaries and responsibilities are increased.
Promotion

The corporate objectives of the _____ are also determined by the board, which also provides the guidelines for each department to set its objectives.
Organization

Job analysis means the breaking down of the main content of a _____.
Job

It is the responsibility of the Managing _____ to issue out the necessary directives that will set the organization to work.
Director

In staffing, _____ has a different meaning from our everyday use of the word.
Recruitment

Line of authority is another criteria or rule to be observed in the process of drawing up a _____
Chart

The organizational charts indicate the formal organizational relationships among _____.
Executives

_____ is used inter changeably with selection.
Interview

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The following conditions are necessary for appropriate span of control in an organization except

The types of material required

Any organization, as long as human and other resources are there calls for _____.

Management.

The grouping together into one class and assigned the same rate of supervisors in different departments is an example of

Job classification

Growth objective is an example of

Business objective

The executive officers can be regarded as the _____ and supervisors and not the administrators or top level managers.

Middle level managers

_____ is a word used by different people with varying meanings.

Management

_____ say that management as a process is designing and maintaining an environment in which individuals, working together in groups, efficiently accomplish selected aims.

Weihrich and Koontz

_____ applies to any kind of organization

Management

The word Administration concerns the laying down of _____

Policies

_____ defined management as getting things done through the efforts of others. You may have heard of this definition

Sir Reynolds

For any organization to prosper, it must utilize the following resources EXCEPT;

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The environmental factors of a manager include all the below EXCEPT

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General types of budget used in organisation include _____ budgets.

a and b

_____ is not a type of control.

Consecutive

_____ is not a condition under which decisions are made.

Change

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The first stage in decision-making process is _____.

Identification of problem

_____ is not a limitation to informal organisation

Uniform application of formal relationship

Decentralisation is similar to _____.

Delegation

_____ is not a merit of delegation of authority.

it increases labour turnover

_____ structure is not a major method of structuring an organisation.

none of the above

Activities the support successful implementation of plan include _____.

All of the above

Application of technical skill is more dominant at the _____ level of management

Supervisory

Test and interview are under _____ sorting

Selection

_____ involves classifying of all applications received into very qualified, qualified and not

qualified

Screening

_____ is not a part of organisation structure.

Organizing

Which of the following is concerned with finding authority responsibility relationships among

individuals?

Organizing

Another name for frontline managers is

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Operational managers

Another name for compensation management is

Reward Management

Which of the following is the best for measuring the possession of skills?

Proficiency test

Which of the following is not an employment function?

Recruitment

The procedure for determining the duties and skills requirements of a job and the kind of person to

be hired is known as

Job analysis

The basic activities that every organization must perform to succeed are called

Organic functions

_____ managers are responsible for hiring and developing employees

Human resources

_____ is deliberate arrangement of people to accomplish some specific purpose

Organisation

Managers can be differentiated into the following, except ,,,,,,,,,,,,,,,,

Operating

The managers that supervise and coordinate the activities of operating employees are called

First-line managers

_____ skill is highly necessary at the lower level of management

Technical skill

Technical skills basically involve the following except _____ in performing a job

Effectively

Trust skills

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When a manager performs duties such as greeting visitors, speaking at functions, taking important

customers to lunch etc. This role is known as

Leadership role

Ideally, planning begins at the .....of the organizational pyramid and ____

Top; filters down

A(n) .....and an ..... are the two key components of a plan

Objective; action statement

The effective practice of management requires a synthesis of science and □?□□?□□?□.

Art

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