Essentials of Business Management

Self-assessment tests

**Class 1.**

1. Scientific management theory holds that the most efficient division of labor can best be determined by intuitive knowledge.
**True**    False

 2. According to the principles of Scientific Management, the way to create the most efficient work system was by having workers perform both more tasks and more complex tasks.
True    **False**

3. Scientific management caused many workers to distrust management.
True    **False**

**Class 2.**

1.Max Weber described a system of administration designed to insure both efficiency and effectiveness that is called "bureaucracy".
**True**    False

2. The power to hold workers accountable for their actions and to make decisions about the allocation of organizational resources is known as authority.
**True**   False

3. In a bureaucracy, the authority of a manager should be based on the personality and social status of that manager.
True    **False**

4. Who founded the early study of management thought that became known as scientific management?
A. Elton Mayo
B. Frank Gilbreth
C. Max Weber
D. Henri Fayol
**E**. F.W. Taylor

**Class 4.**

1. According to Fayol's principles, workers should be given fewer job duties to perform and should be encouraged to assume less responsibility for their work outcomes.
True    **False**

2. Fayol believed that "dual command" should be encouraged within organizations.
True    **False**

3. The line of authority that depicts the authority of managers at the top over employees at the bottom of the organization is called the "chain of command."
True    **False**

4. According to Fayol, the greater the number of levels in the hierarchy of the chain of command of an organization, the faster the pace of the planning and organizing within the organization.
**True**    False

5. Fayol believed that authority should be concentrated at the top of the chain of command of the organization.
True    **False**

6. When authority is decentralized, only managers at the top of the organization make important decisions.
True    **False**

7. Fayol did not recommend the use of organizational charts to show the position and duties of managers within the organization.
True    **False**

8. The French expression that refers to shared feelings of comradeship and enthusiasm is "laissez faire".
True    **False**

**Class 5.**

1.Why do large companies encourage many of their employees to “think like entrepreneurs”? Essay, no more than 300 words. (key words – managerial roles).

2. What are Mintzberg’s managerial roles? Describe each role.

**Expected Answer**: Mintzberg's managerial theory is founded on the idea that managers are involved in ten roles, divided into three main clusters: **interpersonal, informational, and decisional**.

**Class 6.**

1. Planning involves forecasting events and determining the best course of action from a set of options or choices.

**True** False

2. Objectives, the ends or results desired by an organization, derive from the organization's planning.

**True** False

3. Top-level managers make an organization's strategic decisions that focus on a key idea for using resources in order to take advantage of opportunities.

**True** False

4. Determining an organization's objectives and deciding how to accomplish them is which management function?

**A)** planning

B) nearshoring

C) staffing

D) crowdsourcing

E) factoring

5. How long a time period do strategic plans generally cover?

A) three to six months

B) six months to a year

C) longer than five years

D) one to three months

**E**) one year or longer

**Class 7.**

1. The principal difference between objectives and goals is that (more than one right answer)

A) objectives are broad, while goals are narrow.

**B)** objectives can be multiple, while a company can have only one goal.

**C)** objectives are measurable, while goals need not be measurable.

D) objectives are long term, while goals are short term.

E) objectives cannot lead to a competitive advantage, while goals can lead to a competitive advantage

**Class 8.**

1. Sandra was less educationally qualified and experienced than her colleagues when she joined Venus Systems Inc. However, due to her ability to negotiate effectively with clients, convince her team members to work harder, and understand their needs, she is a senior-level manager today. Which of the following skills can be most attributed to Sandra 's success in this scenario? (more than one right answer)

A) technical skills

**B)** cognitive skills

**C)** human-relations skills

**D)** critical-thinking skills

E) psychomotor skills.

2. \_\_\_\_\_\_\_\_\_\_\_ refer to the ability of an individual to think in abstract terms and to see how parts fit together to form the whole.

A) Technical skills

B) Perceptual skills

**C)** Conceptual skills

D) Social skills

E) Human-relations skills

**Class 9.**

1. Collectivistic cultures like Japan have a "we" orientation.

**True**    False

2. A low-context culture like the United States values self-expression

**True**    False