

Computer Science and Engineering
CSE 401 (Business and Entrepreneurship)

QUIZ No. 1

Section: A

Duration: 40 Minutes

Full Marks: 10

Instructions:

- Your test will start at 3:40 PM and will continue till 4:20 PM and you must finish sending your answer scripts by 4:40 PM.
- You are to upload your answer scripts to the Google Classroom. If failed to upload to the Google Classroom, then send to my email: mkashem@du.ac.bd.
- The answers are to be written on the question papers.
- Answers to MCQs are to be marked or underlined or bolded. Short answers or fill in the blanks are to be filled in in the space.
- You must turn on your video during the examination time.
- If your institutional IDs do not allow to get access to the Google Classroom, then use your personal email IDs to get access to Google Classroom.

Student Information:

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1. Which of the following is NOT an element of organization?
ans: Function
2. Name the four essential inputs that organizations take their environment.
A. human resources
B. financial resources
C. physical resources
D. information resources
3. Managers attain organizational goals by carrying out planning, organizing, controlling and leading with **efficiently** and **effectively**.
4. Which of the following phrases is related with the term “efficiency”?
A. using the organizational resources practically
5. Making the right decisions and successfully implementing them is called being **effective** .

6. Azhar can write very articulately on various computer related topics but he unreasonably takes too long time to finish his assignments. How can Azhar be attributed from management perspective?
C. Azhar is neither effective nor efficient
7. Which one of the following is crucial for managers to ensure the performance at individual and group levels?
D. Performing defined functions
8. Which element of Managership is borrowed from drama and theater?
D. Roles
9. Which aspect of management provides overall direction and focus for an organization?
A. Organizing
10. How activities and resources are to be grouped is the basic concern of managerial process of:
B. Organizing
11. Which form of plans managers must formulate first to initiate their other activities?
A. Long-term plans
12. Delegation of authority and assignment of responsibility are parts of the managerial functions of:
B. planning
13. **Management** is the set of processes used to gather members of the organization to work for further interest of the organization.
14. Which one of the following functions does not belong to the functions set of the middle managers?
D. Quality Control
15. In contrast to top and middle managers, the first-line managers typically spend a large portion of their time in:
B. Supervising the work of subordinates
16. "How well employees are performing" is a part of which managerial function?
A. controlling
17. Write four major kinds of managers differentiated with respect to functions.
- **Top managers.**
 - **Middle managers.**
 - **First-line managers.**

- **Team leaders.**

18. Which form of managers tends to be generalist?
C. operation managers
19. Human resource managers are concerned with which one of the following functions?
C. Enhancing organizational competency
20. Product distribution function is a job of:
D. Production manager
21. High-tech firms like Microsoft or 3M Corporation are dominated by which special form of manager?
B. IT Mangers
22. Regardless of their level or area within an organization, all managers must play certain **Role** and exhibit certain **Skill** if they are to be successful.
23. Who is credited for identifying the managerial roles that are commonly carried out by various managers?
A. professor Henry Mintzberg
24. Name the three interpersonal roles inherent in the managers' job.
 - figurehead
 - Leader
 - Liason
25. Attending the annual dinner party of the organization's executives is an example of **Figurehead** role-playing of the manager.
26. Coordinating the activities of two project groups is an incidence of **Liason** role of manager.
27. In relation to information processing, managers play the roles of **moitor**, **Disseminatior**, and **spokerperson** .
28. Which role of the Microsoft's CEO will facilitate to create a software interfacing with new HP printers?
C. Spokesperson
29. The voluntary initiator of change role of the manager is technically known as:
C. Resource Allocator Role

30. Responding to a query of an outside human rights activist group is the **Negotiator** role of the manager.
31. In which role capacity can a manager sign agreement with a third party to go on mutual cooperation and collaboration in future?
C. Negotiator
32. Technical skills are especially important for **First line** managers.
33. Which managerial skills help managers to think strategically?
C. Diagnostic skill
34. Which management scholar is credited for identifying the managerial skills?
B. Robert L. Katz
35. Diagnostic skills enable managers to **visualize the most appropriate response** to a situation.
36. Computer literacy in workplace can be treated as a:
B. Technical skill
37. Effective listening and understanding the meaning of symbols are integral part of **communication** skills.
38. Recognizing problems and opportunities and taking appropriate course of action are the manifestation of **Decision-Making skills**.
39. The ability to delegate appropriately demonstrates a manager's **time management** skills.
40. The most common path to a person acquiring the managerial skill is the combination of **Educational** and **experiences**.