

Faculty of Commercial Studies and Business Administration

2023-2024

➤ Fundamentals of Management Section 01

Instructor: Dr. Marwa Hassouna

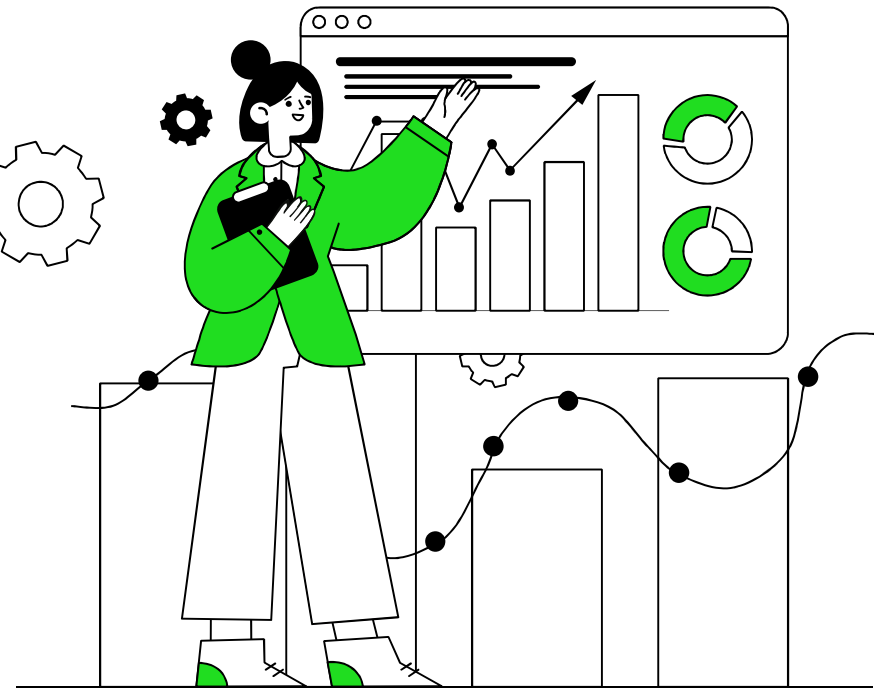
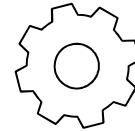
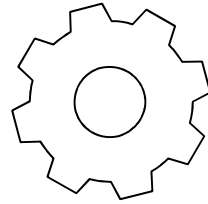
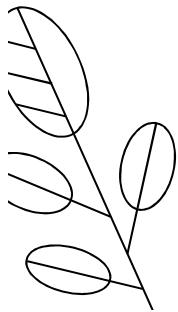


EELU

الجامعة المصرية للتعليم الإلكتروني الأهلية
THE EGYPTIAN E-LEARNING UNIVERSITY

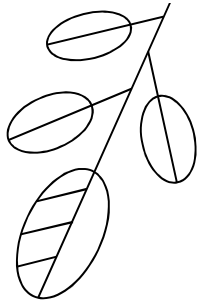


PRINCIPLES MANAGEMENT



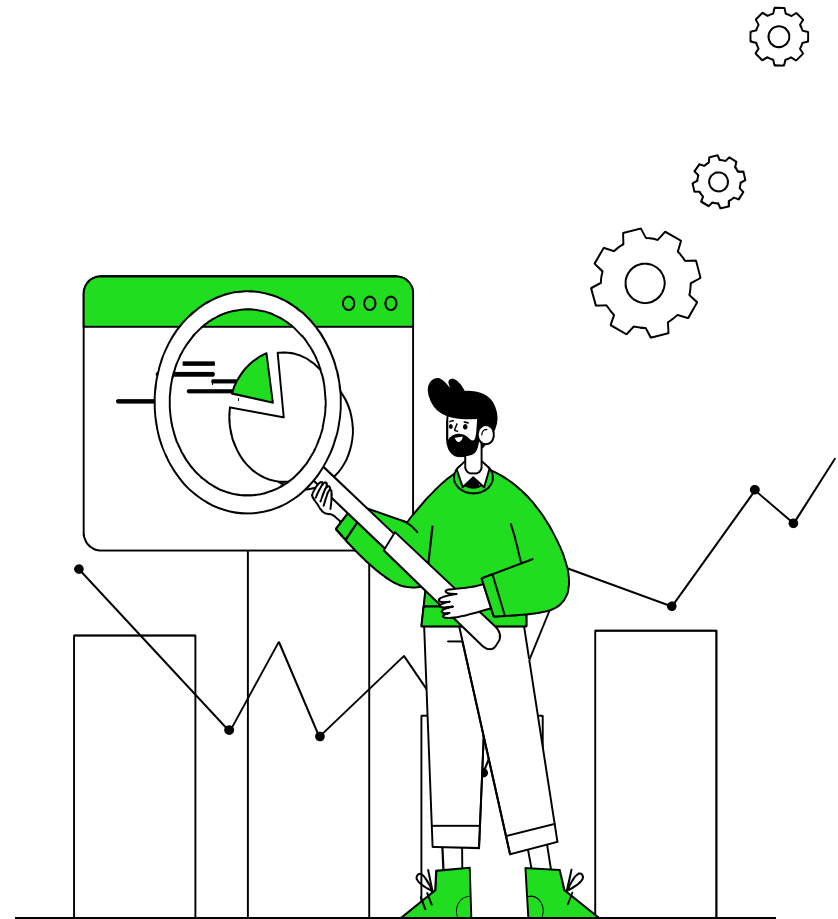
The slide features a solid green background. At the top center, there is a cluster of five white leaves with black outlines and internal vein details. On the left side, there is a single white leaf and three white gears of different sizes, all with black outlines. On the right side, there is a small branch with four white leaves. The title "Introduction to Management and Organizations" is centered in the middle of the slide in a white serif font.

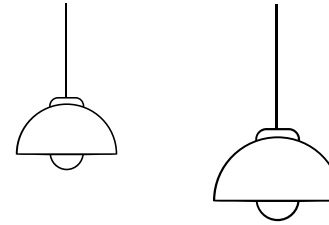
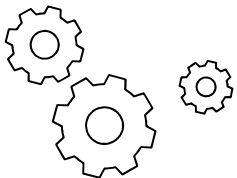
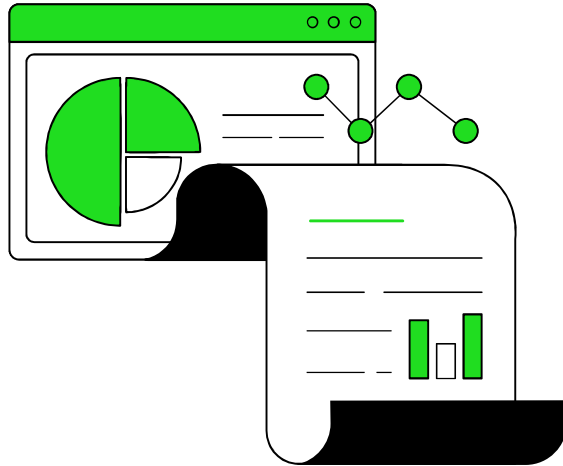
Introduction to Management and Organizations



What Is Management?

Management involves coordinating and overseeing the work activities of others so that their activities are completed efficiently and effectively.



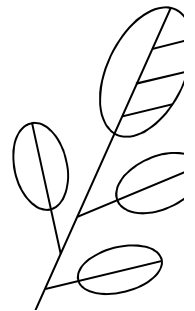


WHO ARE MANAGERS?

Someone who coordinates and oversees the work of other people so that organizational goals can be accomplished.

They can be young or old.

They may be male or female.



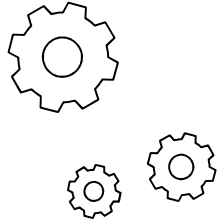


Exhibit 1–2 Managerial Levels

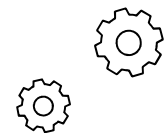
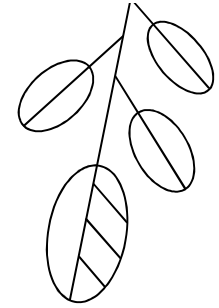
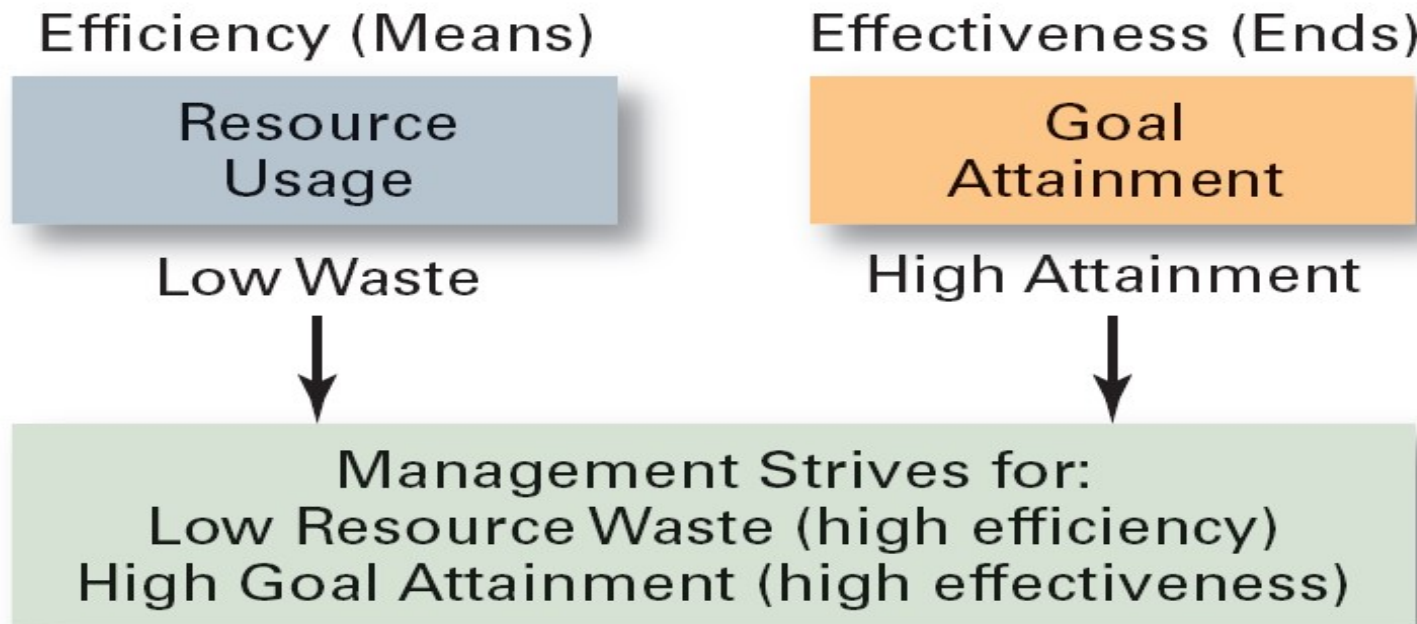
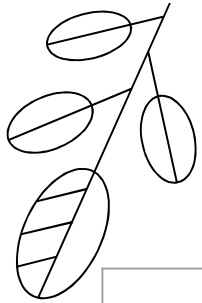




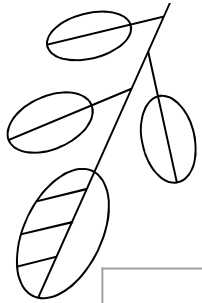
Exhibit 1–3 Managerial Effectiveness and Efficiency in Management





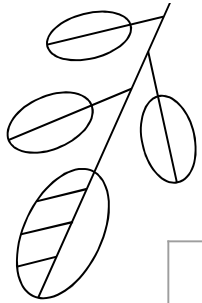
Question True & False

1.A great manager makes a job more enjoyable and productive	
2. Managers play an important role in dealing with various challenges being faced by organizations today	
3.A manager's job is all about personal achievement.	
4.In traditionally structured organizations managers can be classified as first-line managers, middle managers, or top managers	
5.Efficiency is described as "doing things right."	
6.According to Robert L. Katz, managers need to have technical, human, and conceptual skills.	



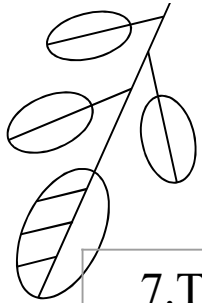
Question True & False

1.A great manager makes a job more enjoyable and productive	True
2. Managers play an important role in dealing with various challenges being faced by organizations today	True
3.A manager's job is all about personal achievement. (organization)	False
4.In traditionally structured organizations managers can be classified as first-line managers, middle managers, or top managers	True
5.Efficiency is described as "doing things right."	True
6.According to Robert L. Katz, managers need to have technical, human, and conceptual skills.	True



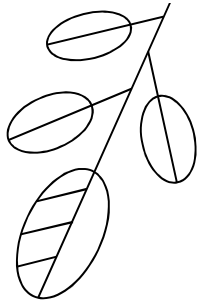
Question True & False

7. Technical skills become less important as a manager moves into higher levels of management.	
8. Conceptual skills are less important to top managers	
9. Innovation is confined to high-tech and other technologically sophisticated organizations.	
10. For organizations to survive successfully, managers must create a customer-responsive organization	
11. Management is universally needed in all organizations.	
12. A portion of a manager's job, especially at lower organizational levels may entail duties that are often more clerical than managerial	



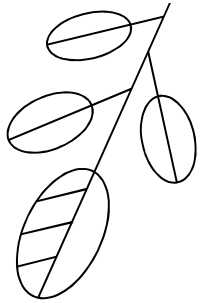
Question True & False

7. Technical skills become less important as a manager moves into higher levels of management.	True
8. Conceptual skills are less important to top managers (more)	False
9. Innovation is confined to high-tech and other technologically sophisticated organizations. (not confined)	False
10. For organizations to survive successfully, managers must create a customer-responsive organization	True
11. Management is universally needed in all organizations.	True
12. A portion of a manager's job, especially at lower organizational levels may entail duties that are often more clerical than managerial	Ture



Question True & False

13. Management offers challenging, exciting and creative opportunities for misunderstanding and fulfilling work.	
14.Challenges of Being A Manager to have opportunities to think creatively and use imagination	
15. Rewards of Being A Manager to may have duties that are more clerical than managerial	

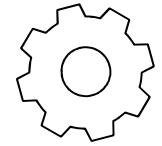


Question True & False

13. Management offers challenging, exciting and creative opportunities for misunderstanding and fulfilling work. (meaningful)	False
14. Challenges of Being A Manager to have opportunities to think creatively and use imagination (Rewards)	False
15. Rewards of Being A Manager to may have duties that are more clerical than managerial (Challenges)	False



MCQ : MULTIPLE CHOICE



1. Which of the following statements regarding managers in today's world is accurate?

- A) Their age range is limited to between 30 and 65 years.
- B) They are found only in large corporations.
- C) They can be found exclusively in for-profit organizations.
- D) The single most important variable in employee productivity and loyalty is the quality of the relationship between employees and their direct supervisors.

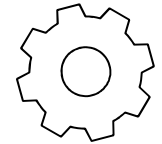
2. An individual who works with and through other people by coordinating their work activities in order to accomplish organizational goals is _____.

- A) an assembly line worker
- B) a laborer
- C) a manager
- D) a salesperson





MCQ : MULTIPLE CHOICE



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MCQ : MULTIPLE CHOICE



3. Managers with titles such as regional manager, project leader, or division manager are

- A) first-line managers
- B) top managers
- C) production managers
- D) middle managers

4. _____ are responsible for making organization-wide decisions and establishing the plans and goals that affect the entire organization.

- A) First-line managers
- B) Top managers
- C) Production managers
- D) Research managers





MCQ : MULTIPLE CHOICE



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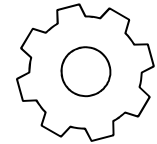
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MCQ : MULTIPLE CHOICE



5. A _____ is an example of a first-line manager.

A) division manager B) store manager C) regional manager D) shift manager

6. _____ have titles such as executive vice president, chief operating officer, and chief executive officer.

A) Team leader

B) Middle managers

C) First-line managers

D) Top managers

7. An automobile manufacturer increased the total number of cars produced keeping the production cost the same. The manufacturer _____.

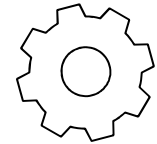
A) increased its equity B) increased its efficiency C) increased its effectiveness

D) increased its effability





MCQ : MULTIPLE CHOICE



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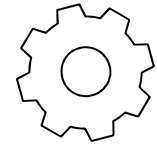


- D) increased its effability





MCQ : MULTIPLE CHOICE



8. Effectiveness is associated with _____.

- A) reducing inventory B) decreasing production time C) doing the right things
- D) doing things right

9. Today, the basic management functions have been condensed to _____.

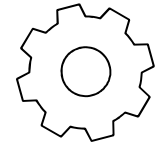
- A) planning, organizing, commanding, and coordinating
- B) planning, organizing, coordinating, and controlling
- C) planning, organizing, commanding, and controlling
- D) planning, organizing, leading, and controlling

10. Establishing strategies for achieving organizational goals is a part of the _____ function. A) leading B) coordinating C) planning D) organizing





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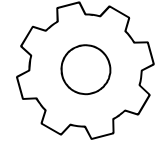
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- C) planning, organizing, commanding, and controlling
- D) **planning, organizing, leading, and controlling**

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MCQ : MULTIPLE CHOICE



11. Organizing includes _____.

- A) setting organizational goals B) hiring organizational members
C) motivating organizational members D) determining who does what tasks

12. A manager resolving conflict among organizational members is performing which of the following functions?

- A) controlling B) planning C) organizing D) leading

13. The process of monitoring, comparing, and correcting is called _____.

- A) controlling B) planning C) leading D) organizing

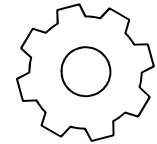
14. According to Mintzberg's managerial roles, the _____ roles are ones that involve people and other duties that are ceremonial and symbolic in nature.

-  A) informational B) interpersonal C) technical D) decisional





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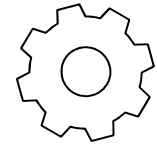
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MCQ : MULTIPLE CHOICE



15. A deliberate arrangement of people to accomplish some specific purpose (that individuals independently could not accomplish alone).

- A) Organization
- B) technical
- C) conceptual
- D) empirical

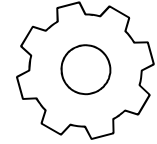
16. Common Characteristics of Organizations

- A) Have a distinct purpose (goal)
- B) Composed of people
- C) Have a deliberate structure
- D) All of the above





MCQ : MULTIPLE CHOICE



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
MCQ : MULTIPLE CHOICE



17. Which of the following skills tend to be more important for first-line managers since they manage employees who produce the organization's product?

- A) human
- B) technical
- C) conceptual
- D) empirical

18. Which of the following is true regarding a manager's job with respect to customers?

- A) Today, most employees in developed countries work in product sectors.
- B) Managers have not yet recognized the importance of delivering consistent high-quality customer services.
- C) Managers must create a customer-responsive organization in order to survive successfully in today's environment.
-   D) Employees play an insignificant role in delivering quality customer services.



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MCQ : MULTIPLE CHOICE



19. Which of the following is true regarding the changes that a manager's job is undergoing?

- A) Managers practicing sustainability integrate economic, environmental, and social opportunities into the business strategy.
- B) Digitization hardly affects a manager's responsibilities.
- C) According to managers, employees contribute the least to the success of a customer service organization.
- D) Innovative efforts are exclusively important for managers serving in high-tech organizations.



20. Which of the following represents one of the challenges of management?

- A) enjoy relatively easy work
- B) support, coach, and nurture others
- C) have little influence on organizational outcomes
- D) must deal with a variety of personalities





MCQ : MULTIPLE CHOICE



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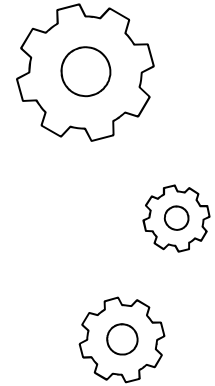
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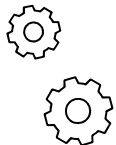


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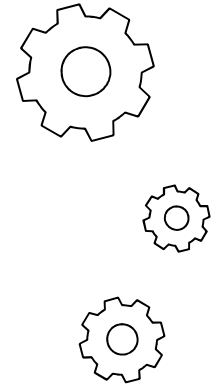
21.The Value of Studying Management

- A)The universality of management
- B)Good management is needed in all organizations.
- C)The reality of work
- D) All of the above



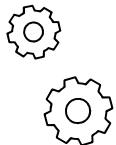


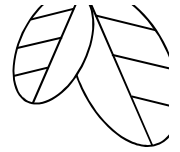
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THANKS!

Any Questions Made by : Ganna Mohamed Abdelmoaty

