



**Port-Said University
Faculty of Nursing**



Academic year: 2019/2020	Course title: Introduction to Administration (Nur308)
Academic level: 3 rd & 3 th level	Final Exam
Date: 14 \7\2020	Total marks: 25 marks
Time allowed: 2 hrs.	Course's teacher: Dr. Takwa Rashwan

Answer the following questions: Question No. (1): (5 marks): Read the following statements carefully and put (T) for true statement and (F) for false statement.

1.	Manuals and protocols is techniques of supervision	
2.	Short-term Planning It covers the period of one year	
3.	Policies are statements or instructions that direct organizations in their decision making.	
4.	The internal climate weather conditions, temperature, timing, and the organizational climate, status, power, and authority.	
5.	Performance appraisal is periodic formal evaluation of how well the employee has performed his duties during a specific time period	
6.	A goal defined as the desired result toward which effort is directed; it is the aim of the philosophy	
7.	Span of control (narrow or wide) differ according to hospital structures	
8.	Capital Budget that includes daily expenses as the cost of electricity, repairs and maintenance, and medical, surgical supplies, office supplies, laundry	
9.	External motivation arises from within an individual and aims at a sense of personal accomplishment	
10.	Centralization is the process of systematically delegating power and authority throughout the organization to middle and lower-level managers	

Question No. (2): (5 marks): Choose the correct answer:

1. it is the learning activities that are granted to the employee outside organization			
	a.	Continuing education	b.	In-service education
	c.	a, b	d.	Non of the above
2.the measurement of the performance in order to make sure that the organizational objectives and plans were accomplished			
	a.	Controlling	b.	Organizing
	c.	a, d	d.	Directing
3.	Management process includes			
	a.	Planning	b.	Staffing
	c.	Organizing	d.	All of the above
4.	The leader has a vision of what could be accomplished, and empowering others with this vision is one Characteristic of			
	a.	Charismatic Leadership	b.	Servant leadership
	c.	Bureaucratic leadership	d.	Transformational leadership
5.	The manager supervises a small number of workers (5-7 subordinates) is called			
	a.	Narrow span of control	b.	Wide span of control
	c.	Division of work	d.	Responsibility



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6.	It is numerical expression of expected income and planned expenditure for an organization for expected period of time called			
	a.	Budget	b.	Tactical Planning
	c.	Procrastination	d.	Standing Plan
7.is delaying of doing something that should be done			
	a.	Procrastination	b.	Polarity
	c.	Human relation	d.	Talent
8.is defined as the transfer of responsibility for the performance of an activity from one individual to another while retaining accountability for the outcome.			
	a.	Planning	b.	Responsibility
	c.	organizing	d.	Delegation
9.	Plan which sets a course of action for a particular set of circumstances called			
	a.	Short-term Planning.	b.	Standing Plans
	c.	Long-term Planning	d.	Single-use Plans.
10.communication is an aggressive message presented in a passive way.			
	a.	Passive	b.	Aggressive
	c.	Assertive	d.	Passive–aggressive

Question No. (3): (5 marks): Complete the following statements List 4 of

1.	Obstacles to delegation.....,.....,.....,.....
2.	Elements of organizing includes ,.....,.....,.....
3.	Ways of overcoming procrastination ,.....,.....,.....
4.	Advantage of talent management.....,.....,.....,.....
5.	Disadvantages of decentralization ,.....,.....,.....

Question No. (4): (10 marks): Explain the following the questions:

- A. Time management strategies
- B. Traditional leadership styles
- C. Talent management strategies

Good luck

Dr. Takwa Rashwan