



**Port-Said University  
Faculty of Nursing  
Nursing Administration Department**



<b>Academic year: 2020/2021</b>	<b>Course title: Introduction to Administration (Nur308)</b>
<b>Academic level: 3<sup>rd</sup> level</b>	<b>Total marks: 25</b>
<b>Time allowed: 2 hours</b>	<b>Date: 21 /3/2021</b>
	<b>Examiner. Dr. Ghada Elghabbour</b>

**Question No. (1): Complete by the appropriate term: (5 marks):**

1	..... is an intellectual process which lays down organization's objectives and develops various courses of action.
2	..... is the measurement and correction of the performance in order to make sure that the organizational objectives and plans were accomplished.
3	..... is a way of communicating information meanings and ideas to others.
4	..... is a statement of estimation of income and expenditure for a certain period of time.
5	..... are interdependent pairs of different competing/opposite values or points of view and they need each other over time to gain and maintain performance.
6	..... is the ability to influence others to attain and maintain high standard of performance.
7	..... is the systematic attraction, identification, development, engagement, retention and deployment of those individuals who are of particular value to an organization.
8	..... is a system that outlines how certain activities are directed in order to achieve the goals of an organization.
9	..... the process of systematically delegating power and authority throughout the organization to middle and lower-level managers.
10	..... is defined as the “transfer of responsibility for the performance of an activity from one individual to another while retaining accountability for the outcome.

**Question No. (2): Answer the following question: (9 marks):**

**1. Compare between advantages and disadvantages of advanced leadership styles.**

Transformational Leader	Transactional Leader
1.....	.....
2.....	.....
3.....	.....
4.....	.....
5.....	.....
6.....	.....
7.....	.....
8.....	.....



**2. Compare between of types of planning.**

<b>Strategic Planning:</b>	<b>Tactical Planning</b>
1.....	.....
2.....	.....
3.....	.....
4.....	.....

**3. Compare between Line and Staff Relationships**

<b><u>Line Relationship</u></b>	<b><u>Staff Relationship</u></b>
1.....	.....
2.....	.....
3.....	.....
4.....	.....



**Question No. (3): (5 marks):** Read the following statements carefully and put the letter “T” if the statement is true and the letter “F” if the statement is false.

1	Concurrent control is the process involves collecting information about a finished task, assessing that information and improvising the same type of tasks in the future.	
2	Authority is the obligation involved when one accepts an assign task.	
3	Personnel budget monitored closely to prevent under- or overstaffing.	
4	The institutional goals are usually determined by the organization’s lowest administrative levels.	
5	Rules and regulations are plans that define specific action or non -action.	
6	Short-term Planning covers the period of one year and It is considered as tactical planning.	
7	Procrastination considered as one internal time wasters.	
8	Span of control means the number of subordinates that can be adequately supervised by one nurse manager.	
9	Standing plan is one, which sets a course of action for a particular set of circumstances.	
10	Aggressive communication creates enemies and leads to unstable relationships.	
11	Talent management makes the organization more competitive and progressive.	
12	By delegating responsibilities, leaders can focus on doing a few tasks well instead of many tasks less effectively.	
13	Group members will sense of initiative and desire for achievement with Laissez- faire leader.	
14	The best leadership style to be selected depends on the environment and cultural climate.	
15	Transformational leader has a vision of what could be accomplished, and empowering others with this vision.	
16	Leader manipulate people, the environment, money, time, and other resources to achieve organizational goals.	
17	Planning is a proactive and deliberate process that reduces risk and uncertainty.	
18	Standing plan is also called specific planning.	
19	Performance appraisal demoting or terminating employment due to unsatisfactory performance.	
20	Supervision is described as an informal process of professional support and learning.	



**Question No. (4): (6 marks): Choose the correct answer:**

1	Communication channel that occurs between individuals at differing hierarchy levels and job classifications called			
	a.	Diagonal	b.	Downward
	c.	Horizontal	d.	Grapevine
2	Arises from within an individual and aims at a sense of personal accomplishment called.....			
	a.	Internal motivation	b.	External motivation
3	Plan which typically describes the day-to-day running of the organization called.....			
	a.	Tactical planning	b.	Long-term Planning
	c.	Operational planning	d.	Standing Plans
4.	Which of the following styles is a maximum control for the leader with minimum freedom for the group members?			
	a.	Autocratic	b.	Laissez faire
	c.	Democratic	d.	Transactional
5	Some leaders are transformational leaders. Which of the following does NOT characterize a Transformational leader?			
	a.	Inspires others with vision	b.	Focuses on management tasks
	c.	Empowers others	d.	Identifies common values
6.	The following are basic steps in the planning process of the department. Which of the following is NOT included?			
	a.	Setting organizational objectives	b.	Choose the best alternative
	c.	List of alternatives to achieve the objective	d.	Measure actual performance
7.	The manager supervises a small number of workers (5-7 subordinates) is called .....			
	a.	Wide span of control	b.	Narrow span of control
8.	..... is a way of communicating that allows people to express themselves in direct, honest, and appropriate ways that do not infringe on another person's rights.			
	a.	Aggressive communication	b.	Passive-aggressive communication
	c.	Assertive communication	d.	Passive communication



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9	..... is the learning activities that done inside the organization?			
	a.	In-service education	b.	Continuing education
10	All the following are importance of planning .....			
	a.	Increases efficiency	b.	Gives right direction
	c.	Helps in decision making.	d.	All of the above
11	.....is a brief statement identifying the reason that an organization exists.			
	a.	Mission	b.	Vision
	c.	Philosophy	d.	Goals
12	.....are plans that establish acceptable ways of accomplishing a specific task and generally found in manuals at the unit level of the organization.			
	a.	Policies	b.	Procedures
	c.	Rules	d.	values

**Good Luck**

**Dr. Ghada Elghabbour**