**Ch01: Introducing Management**

**True or False Questions**

1. Intellectual capital is a personal asset for individuals.

Answer: True

Page: 5

Learning Objective: 1.1

Difficulty: Easy

AACSB: Analytic skills

Bloom’s Taxonomy: Knowledge

1. Commitment represents your talents or job-relevant capabilities.

Answer: False

Page: 5

Learning Objective: 1.1

Difficulty: Easy

AACSB: Analytic skills

Bloom’s Taxonomy: Knowledge

1. A knowledge worker is a person whose physical capabilities are the most critical assets.

Answer: False

Page: 5

Learning Objective: 1.1

Difficulty: Easy

AACSB: Analytic skills

Bloom’s Taxonomy: Knowledge

1. Tech IQ is the ability to use technology and commitment to stay informed on the latest technological developments.

Answer: True

Page: 6

Learning Objective: 1.1

Difficulty: Easy

AACSB: Use of information technology

Bloom’s Taxonomy: Knowledge

1. National boundaries hardly count anymore in the world of business.

Answer: True

Page: 6

Learning Objective: 1.1

Difficulty: Moderate

AACSB: Dynamics of the global economy

Bloom’s Taxonomy: Knowledge

1. Minorities constitute less than one-third of the U.S. population.

Answer: False

Page: 9

Learning Objective: 1.1

Difficulty: Easy

AACSB: Multicultural and diversity understanding

Bloom’s Taxonomy: Knowledge

1. The first leaf in the shamrock organization consists of a core group of “freelancers” and “independent contractors.”

Answer: False

Page: 10

Learning Objective: 1.1

Difficulty: Easy

AACSB: Analytic skills

Bloom’s Taxonomy: Knowledge

1. In a free-agent economy, people do not change jobs very often.

Answer: False

Page: 10

Learning Objective: 1.1

Difficulty: Easy

AACSB: Analytic skills

Bloom’s Taxonomy: Knowledge

1. All organizations are open systems that interact with their environments.

Answer: True

Page: 11

Learning Objective: 1.2

Difficulty: Easy

AACSB: Communication abilities

Bloom’s Taxonomy: Knowledge

1. Performance effectiveness is defined as the quantity and quality of outputs relative to the cost of inputs.

Answer: False

Page: 12

Learning Objective: 1.2

Difficulty: Easy

AACSB: Analytic skills

Bloom’s Taxonomy: Knowledge

1. If a company fails to achieve its desired goals but manages to preserve its resources, we can say that its productivity is effective but not efficient.

Answer: False

Page: 12

Learning Objective: 1.2

Difficulty: Moderate

AACSB: Analytic skills

Bloom’s Taxonomy: Comprehension

1. Performance efficiency is an output measure of resource cost associated with goal accomplishment.

Answer: False

Page: 13

Learning Objective: 1.2

Difficulty: Moderate

AACSB: Analytic skills

Bloom’s Taxonomy: Comprehension

1. In the context of present day organizational trends, organizations and their members are networked for intense, real-time communication and coordination.

Answer: True

Page: 13

Learning Objective: 1.2

Difficulty: Moderate

AACSB: Communication abilities

Bloom’s Taxonomy: Knowledge

1. A manager is a person who supports, activates, and is responsible for the work of others.

Answer: True

Page: 14

Learning Objective: 1.3

Difficulty: Easy

AACSB: Analytic skills

Bloom’s Taxonomy: Knowledge

1. Middle managers are in charge of overseeing the overall operations of the organization.

Answer: False

Page: 14

Learning Objective: 1.3

Difficulty: Easy

AACSB: Analytic skills

Bloom’s Taxonomy: Knowledge

1. The top managers of an organization constitute an executive team that is not accountable to any higher authority in the organization.

Answer: False

Page: 14

Learning Objective: 1.3

Difficulty: Easy

AACSB: Analytic skills

Bloom’s Taxonomy: Knowledge

1. Top managers are supposed to set strategy and lead the organization consistent with its purpose and mission.

Answer: True

Page: 14

Learning Objective: 1.3

Difficulty: Easy

AACSB: Analytic skills

Bloom’s Taxonomy: Knowledge

1. Typical job titles for middle managers include department head, team leader, and supervisors.

Answer: False

Page: 15

Learning Objective: 1.3

Difficulty: Easy

AACSB: Analytic skills

Bloom’s Taxonomy: Knowledge

1. Line managers are responsible for work that makes a direct contribution to the organization’s outputs.

Answer: True

Page: 15

Learning Objective: 1.3

Difficulty: Easy

AACSB: Analytic skills

Bloom’s Taxonomy: Knowledge

1. Functional managers are primarily involved in using their special technical expertise to advise and support line workers.

Answer: False

Page: 15

Learning Objective: 1.3

Difficulty: Easy

AACSB: Analytic skills

Bloom’s Taxonomy: Knowledge

1. Effective managers successfully help others achieve both high performance and satisfaction in their work.

Answer: True

Page: 16

Learning Objective: 1.3

Difficulty: Easy

AACSB: Analytic skills

Bloom’s Taxonomy: Knowledge

1. The upside-down pyramid view of organizations shows customers at the top being served by workers who are supported by managers.

Answer: True

Page: 17

Learning Objective: 1.3

Difficulty: Easy

AACSB: Analytic skills

Bloom’s Taxonomy: Knowledge

1. The top managers are primarily responsible for all the four management functions and the other managers are in charge of any one of the functions.

Answer: False

Page: 18

Learning Objective: 1.4

Difficulty: Easy

AACSB: Analytic skills

Bloom’s Taxonomy: Knowledge

1. Through controlling, a manager identifies desired results and ways to achieve them.

Answer: False

Page: 18

Learning Objective: 1.4

Difficulty: Easy

AACSB: Analytic skills

Bloom’s Taxonomy: Knowledge

1. In the management process, if the planning is impeccable, then there is no need for controlling.

Answer: False

Page: 20

Learning Objective: 1.4

Difficulty: Moderate

AACSB: Analytic skills

Bloom’s Taxonomy: Comprehension

1. According to Mintzberg, a manager’s informational roles are limited to being a figurehead.

Answer: False

Page: 21

Learning Objective: 1.4

Difficulty: Easy

AACSB: Analytic skills

Bloom’s Taxonomy: Knowledge

1. According to Mintzberg, as a monitor, a manager provides direction and instills enthusiasm.

Answer: False

Page: 21

Learning Objective: 1.4

Difficulty: Moderate

AACSB: Analytic skills

Bloom’s Taxonomy: Comprehension

1. Through agenda setting, good managers develop action priorities that include goals and plans spanning long and short time frames.

Answer: True

Page: 22

Learning Objective: 1.4

Difficulty: Easy

AACSB: Analytic skills

Bloom’s Taxonomy: Knowledge

1. The learning focus in management is on developing skills and competencies to deal with the complexities of human behavior and problem solving in organizations.

Answer: True

Page: 23

Learning Objective: 1.5

Difficulty: Easy

AACSB: Analytic skills

Bloom’s Taxonomy: Knowledge

1. Long-term career success depends mainly on lifelong learning.

Answer: True

Page: 23

Learning Objective: 1.5

Difficulty: Easy

AACSB: Analytic skills

Bloom’s Taxonomy: Knowledge

1. A person high in emotional intelligence will know when her or his emotions are about to become disruptive, but does not usually sense when another person’s emotions are negatively influencing a relationship.

Answer: False

Page: 24

Learning Objective: 1.5

Difficulty: Moderate

AACSB: Communication abilities

Bloom’s Taxonomy: Comprehension

**Multiple Choice Questions**

1. \_\_\_\_\_\_\_\_ is the collective brainpower or shared knowledge of a workforce that can be used to create value.
2. Social capital
3. Intellectual capital
4. Workforce diversity
5. Productivity
6. Competency

Answer: B

Page: 5

Learning Objective: 1.1

Difficulty: Easy

AACSB: Analytic skills

Bloom’s Taxonomy: Knowledge

1. The intellectual capital equation states: Intellectual Capital =
2. Competency × Commitment
3. Competency ÷ Commitment
4. Knowledge × Concept
5. Knowledge ÷ Concept
6. Intellect × Talent

Answer: A

Page: 5

Learning Objective: 1.1

Difficulty: Easy

AACSB: Analytic skills

Bloom’s Taxonomy: Knowledge

1. \_\_\_\_\_\_\_\_ represents one’s willingness to work hard in applying one’s capabilities to important tasks.
2. Intellect
3. Productivity
4. Commitment
5. Effectiveness
6. Competency

Answer: C

Page: 5

Learning Objective: 1.1

Difficulty: Easy

AACSB: Analytic skills

Bloom’s Taxonomy: Knowledge

1. Which of the following is the defining characteristic of knowledge workers?
2. They work only in the information technology industry.
3. They have a high degree of cohesiveness and are prone to groupthink.
4. They are valued for their minds, not just their physical capabilities.
5. They are grouped together for a specific purpose and are disbanded when their task is completed.
6. They are a part of an unofficial group emerging from relationships and shared interests among members.

Answer: C

Page: 5

Learning Objective: 1.1

Difficulty: Moderate

AACSB: Analytic skills

Bloom’s Taxonomy: Comprehension

1. The members of a \_\_\_\_\_\_\_\_ team are most likely to hold meetings, access common databases, share information and files, make plans, and solve problems together, all without ever meeting face to face.
2. virtual
3. specialized
4. cross-functional
5. self-managed
6. formal

Answer: A

Page: 6

Learning Objective: 1.1

Difficulty: Moderate

AACSB: Use of information technology

Bloom’s Taxonomy: Comprehension

1. \_\_\_\_\_\_\_\_ is the worldwide interdependence of resource flows, product markets, and business competition.
2. Collectivism
3. Globalization
4. Nationalization
5. Diversification
6. Orientalism

Answer: B

Page: 6

Learning Objective: 1.1

Difficulty: Easy

AACSB: Dynamics of the global economy

Bloom’s Taxonomy: Knowledge

1. In today’s world, Americans find that their customer service call is answered in Ghana, their CAT scan read by a radiologist in India, and their tax return prepared by an accountant in the Philippines. This has become possible primarily due to \_\_\_\_\_\_\_\_.
2. collectivism
3. the glass ceiling effect
4. the regional trade agreements
5. globalization
6. distributed leadership

Answer: D

Page: 6

Learning Objective: 1.1

Difficulty: Moderate

AACSB: Reflective thinking skills

Bloom’s Taxonomy: Comprehension

1. Which of the following is a negative outcome closely associated with globalization?
2. Groupthink
3. Functional chimneys problem
4. Job migration
5. National barriers
6. Debt financing

Answer: C

Page: 7

Learning Objective: 1.1

Difficulty: Moderate

AACSB: Dynamics of the global economy

Bloom’s Taxonomy: Comprehension

1. Job migration occurs primarily:
2. when firms shift jobs from one country to another.
3. due to the ecological fallacy.
4. when workforce diversity increases.
5. when workers move from their home country to another country.
6. due to an increase in the productivity of the workforce.

Answer: A

Page: 7

Learning Objective: 1.1

Difficulty: Moderate

AACSB: Dynamics of the global economy

Bloom’s Taxonomy: Knowledge

1. Which of the following is defined as the code of moral principles that sets standards for what is “good” and “right” as opposed to “bad” and “wrong” in the conduct of a person or group?
2. Synergy
3. Ethics
4. Behavior
5. Cohesiveness
6. Individualism

Answer: B

Page: 7

Learning Objective: 1.1

Difficulty: Easy

AACSB: Ethical understanding and reasoning abilities

Bloom’s Taxonomy: Knowledge

1. \_\_\_\_\_\_\_\_ describes differences among workers in gender, race, age, ethnicity, religion, sexual orientation, and able-bodiedness.
2. Ethics
3. Workforce diversity
4. Masculinity-femininity
5. Creative economy
6. Competency

Answer: B

Page: 9

Learning Objective: 1.1

Difficulty: Easy

AACSB: Multicultural and diversity understanding

Bloom’s Taxonomy: Knowledge

1. Smith, an employee of Carbon Inc., thinks that business leaders should “be white.” Owing to this view, he holds a grudge against his manager, Adisa, who is of Asian origin. Smith often displays defiant behavior at the workplace. Smith’s behavior is an example of \_\_\_\_\_\_\_\_.
2. prejudice
3. whistleblowing
4. subordination
5. harassment
6. bullying

Answer: A

Page: 9

Learning Objective: 1.1

Difficulty: Hard

AACSB: Reflective thinking skills

Bloom’s Taxonomy: Application

1. \_\_\_\_\_\_\_\_ is the display of negative, irrational attitudes toward members of diverse populations.
2. Job dissatisfaction
3. Subordination
4. Intimidation
5. Whistleblowing
6. Prejudice

Answer: E

Page: 9

Learning Objective: 1.1

Difficulty: Easy

AACSB: Multicultural and diversity understanding

Bloom’s Taxonomy: Knowledge

1. \_\_\_\_\_\_\_\_ actively denies minority members the full benefits of organizational membership.
2. Discrimination
3. Subordination
4. Migration
5. Free-riding
6. Social loafing

Answer: A

Page: 9

Learning Objective: 1.1

Difficulty: Easy

AACSB: Multicultural and diversity understanding

Bloom’s Taxonomy: Knowledge

1. The \_\_\_\_\_\_\_\_ effect is an invisible barrier limiting career advancement of women and minorities.
2. ecological fallacy
3. masculinity-femininity
4. job migration
5. nationalization
6. glass ceiling

Answer: E

Page: 9

Learning Objective: 1.1

Difficulty: Easy

AACSB: Multicultural and diversity understanding

Bloom’s Taxonomy: Knowledge

1. Karen is the most qualified candidate for the job of marketing manager at Mob Inc. However, the recruiters do not hire her because they feel that a woman would not be able to handle the responsibilities associated with such a senior position. This is an example of the \_\_\_\_\_\_\_\_ effect.
2. ecological fallacy
3. globalization
4. job migration
5. glass ceiling
6. nationalization

Answer: D

Page: 9

Learning Objective: 1.1

Difficulty: Hard

AACSB: Reflective thinking skills

Bloom’s Taxonomy: Application

1. The typical characteristic of a(n) \_\_\_\_\_\_\_\_ is that they typically operate with a core group of full-time long-term workers supported by others who work on contracts and part-time.
2. shamrock organization
3. ad hoc team
4. combined task force
5. project team
6. joint task force

Answer: A

Page: 10

Learning Objective: 1.1

Difficulty: Easy

AACSB: Analytic skills

Bloom’s Taxonomy: Knowledge

1. Which of the following is the defining characteristic of a free-agent economy?
2. People change jobs more often, and many work on independent contracts with a shifting mix of employers.
3. The structure is totally centralized and the leader makes all key decisions and most communication is done by one on one conversations.
4. It consists of boundary less organizations whose employees communicate only through the virtual media.
5. In this system organizations are exempted from tax given that they use [surplus revenues](http://en.wikipedia.org/wiki/Economic_surplus) to achieve its goals rather than to distribute them as profit.
6. The structure is fully functional and it consists of long-term employees who are mostly concerned with their respective areas of interest.

Answer: A

Page: 10

Learning Objective: 1.1

Difficulty: Easy

AACSB: Analytic skills

Bloom’s Taxonomy: Knowledge

1. Which of the following is a typical characteristic of an open system?
2. It is an organization that is convened for a specific purpose and disbands when its task is completed.
3. It is a system where each member has the authority to make decisions about how they share and complete their work.
4. It is the system where communication flows only between individual members and a hub.
5. It is the system in which subgroups have limited communication with one another.
6. It is a system that transforms resource inputs from the environment into product outputs.

Answer: E

Page: 11

Learning Objective: 1.2

Difficulty: Easy

AACSB: Analytic skills

Bloom’s Taxonomy: Knowledge

1. \_\_\_\_\_\_\_\_ accurately measures the quantity and quality of outputs relative to the cost of inputs.
2. Commitment
3. Productivity
4. Competency
5. Performance efficiency
6. Tech IQ

Answer: B

Page: 12

Learning Objective: 1.2

Difficulty: Easy

AACSB: Analytic skills

Bloom’s Taxonomy: Knowledge

1. The annual productivity report of Uranus Inc. states that it has achieved the targets it had set for the year 2011. However in this process, much of its resources have been wasted and the amount spent on resources is more than the estimated amount. Its productivity has been:
2. effective and efficient.
3. neither effective nor efficient.
4. not effective but efficient.
5. effective but not efficient.
6. lower as compared to the previous year.

Answer: D

Page: 12

Learning Objective: 1.2

Difficulty: Hard

AACSB: Reflective thinking skills

Bloom’s Taxonomy: Application

1. The productivity of a company is neither efficient nor effective when its:
2. goals are not achieved and resources are wasted.
3. goals are achieved and resources are not wasted.
4. goals are achieved but resources are wasted.
5. performance effectiveness is high.
6. goals are not achieved but resources are not wasted.

Answer: A

Page: 12

Learning Objective: 1.2

Difficulty: Moderate

AACSB: Analytic skills

Bloom’s Taxonomy: Comprehension

1. The productivity of a company is effective and efficient if its:
2. goals are not achieved and resources are wasted.
3. goals are achieved and resources are not wasted.
4. goals are achieved but resources are wasted.
5. performance effectiveness is low.
6. goals are not achieved but resources are not wasted.

Answer: B

Page: 12

Learning Objective: 1.2

Difficulty: Moderate

AACSB: Analytic skills

Bloom’s Taxonomy: Comprehension

1. \_\_\_\_\_\_\_\_ is an output measure of task or goal accomplishment.
2. Job satisfaction
3. Competency
4. Performance effectiveness
5. Performance efficiency
6. Tech IQ

Answer: C

Page: 12

Learning Objective: 1.2

Difficulty: Easy

AACSB: Analytic skills

Bloom’s Taxonomy: Knowledge

1. The difference between performance effectiveness and performance efficiency is that the:
2. former is an output measure of goal accomplishment and the latter is an input measure of the resource costs associated with goal accomplishment.
3. former focuses on the quantity and quality of work performance, and the latter focuses on resource utilization.
4. former emphasizes machine efficiency while the latter emphasizes human capital.
5. former emphasizes the performance of the team as a whole and the latter emphasizes the performance of the individual employees.
6. former measures the potential ability of the workers and the latter measures the actual output of the workers.

Answer: A

Page: 12-13

Learning Objective: 1.2

Difficulty: Moderate

AACSB: Analytic skills

Bloom’s Taxonomy: Comprehension

1. John, who works for an insurance company, has the capacity to sell fifteen insurance policies a day. However, he sells only ten insurance policies a day. This is a typical example of \_\_\_\_\_\_\_\_.
2. information asymmetry
3. glass ceiling effect
4. inefficiency
5. ecological fallacy
6. functional chimneys problem

Answer: C

Page: 13

Learning Objective: 1.2

Difficulty: Hard

AACSB: Reflective thinking skills

Bloom’s Taxonomy: Application

1. \_\_\_\_\_\_\_\_ is an input measure of resource cost associated with goal accomplishment.
2. Productivity
3. Profit
4. Performance effectiveness
5. Performance efficiency
6. Revenue

Answer: D

Page: 13

Learning Objective: 1.2

Difficulty: Easy

AACSB: Analytic skills

Bloom’s Taxonomy: Knowledge

1. Which of the following is true in the context of present day organizational trends?
2. Workers are more tolerant of hierarchy.
3. Little attention is paid to preservation of natural resources.
4. There is a greater focus on valuing human capital.
5. Organizations are less horizontal in focus.
6. Traditional top-down bosses are popular.

Answer: C

Page: 13

Learning Objective: 1.2

Difficulty: Moderate

AACSB: Analytic skills

Bloom’s Taxonomy: Comprehension

1. In nonprofit organizations such as a hospital or university, the \_\_\_\_\_\_\_\_ is/are mainly responsible for the smooth running of the organization.
2. team leaders
3. board of trustees
4. middle managers
5. chief executive officer
6. department head

Answer: B

Page: 14

Learning Objective: 1.3

Difficulty: Easy

AACSB: Analytic skills

Bloom’s Taxonomy: Knowledge

1. Who elects the members of the board of directors?
2. Top managers
3. Stockholders
4. Middle managers
5. First-line managers
6. Senior staff

Answer: B

Page: 14

Learning Objective: 1.3

Difficulty: Easy

AACSB: Analytic skills

Bloom’s Taxonomy: Knowledge

1. To which of the following categories does the chief financial officer (CFO) of an organization typically belong?
2. Board of directors
3. Middle managers
4. First-line managers
5. Top managers
6. Board of trustees

Answer: D

Page: 14

Learning Objective: 1.3

Difficulty: Easy

AACSB: Analytic skills

Bloom’s Taxonomy: Knowledge

1. The chief information officer (CIO) of an organization belongs to the category of \_\_\_\_\_\_\_\_.
2. board of directors
3. middle managers
4. first-line managers
5. top managers
6. board of trustees

Answer: D

Page: 14

Learning Objective: 1.3

Difficulty: Easy

AACSB: Analytic skills

Bloom’s Taxonomy: Knowledge

1. Clinic directors in hospitals, deans in universities, and division managers in businesses belong to the category of \_\_\_\_\_\_\_\_.
2. board of directors
3. middle managers
4. first-line managers
5. top managers
6. board of trustees

Answer: B

Page: 15

Learning Objective: 1.3

Difficulty: Easy

AACSB: Analytic skills

Bloom’s Taxonomy: Knowledge

1. \_\_\_\_\_\_\_\_ are mainly in charge of guiding the performance of the organization as a whole or of one of its major parts.
2. Top managers
3. Board of directors
4. Middle managers
5. First-line managers
6. Board of trustees

Answer: A

Page: 14

Learning Objective: 1.3

Difficulty: Easy

AACSB: Analytic skills

Bloom’s Taxonomy: Knowledge

1. Middle managers of an organization:
2. are in charge of the organization as a whole.
3. are appointed by the stockholders.
4. oversee the work of large departments.
5. hold titles such as department head, team leader, or supervisor.
6. constitute an executive team that reports to the board.

Answer: C

Page: 15

Learning Objective: 1.3

Difficulty: Easy

AACSB: Analytic skills

Bloom’s Taxonomy: Knowledge

1. Team leaders ideally report to the \_\_\_\_\_\_\_\_.
2. top managers
3. board of directors
4. board of trustees
5. first-line managers
6. middle managers

Answer: E

Page: 15

Learning Objective: 1.3

Difficulty: Easy

AACSB: Analytic skills

Bloom’s Taxonomy: Knowledge

1. \_\_\_\_\_\_\_\_ directly contribute to producing the organization’s goods or services.
2. Line managers
3. Staff managers
4. Top managers
5. Middle managers
6. Trustees

Answer: A

Page: 15

Learning Objective: 1.3

Difficulty: Easy

AACSB: Analytic skills

Bloom’s Taxonomy: Knowledge

1. Staff managers:
2. directly contribute to producing the organization’s goods.
3. use special technical expertise to advise and support line workers.
4. look after the administration of nonprofit organizations.
5. are appointed by the stockholders.
6. elect the top managers.

Answer: B

Page: 15

Learning Objective: 1.3

Difficulty: Easy

AACSB: Analytic skills

Bloom’s Taxonomy: Knowledge

1. Keith is the sales manager of a firm and his responsibility is limited to the sphere of sales. Keith’s job profile indicates that he is the \_\_\_\_\_\_\_\_ of the firm.
2. director
3. general manager
4. trustee
5. stockholder
6. functional manager

Answer: E

Page: 15

Learning Objective: 1.3

Difficulty: Hard

AACSB: Reflective thinking skills

Bloom’s Taxonomy: Application

1. Tom oversees all the operations in his firm, from purchasing to manufacturing to human resources to finance and accounting functions. Tom is a \_\_\_\_\_\_\_\_ of his firm.
2. general manager
3. line manager
4. functional manager
5. team leader
6. director

Answer: A

Page: 15

Learning Objective: 1.3

Difficulty: Moderate

AACSB: Analytic skills

Bloom’s Taxonomy: Comprehension

1. A manager in a public or nonprofit organization might be referred to as a(n):
2. director
3. president
4. administrator
5. team leader
6. trustee

Answer: C

Page: 15

Learning Objective: 1.3

Difficulty: Easy

AACSB: Analytic skills

Bloom’s Taxonomy: Knowledge

1. \_\_\_\_\_\_\_\_ is the requirement to show performance results to a supervisor.
2. Productivity
3. Competency
4. Performance effectiveness
5. Accountability
6. Performance efficiency

Answer: D

Page: 15

Learning Objective: 1.3

Difficulty: Easy

AACSB: Analytic skills

Bloom’s Taxonomy: Knowledge

1. Corporate governance is most likely to occur when:
2. a board of directors holds top management accountable for organizational performance.
3. minority members are denied the full benefits of organizational membership.
4. the traditional top-down “do as I say” form of management prevails.
5. top managers guide the performance of the organization as a whole.
6. team leaders report to middle managers about the performance of the nonmanagerial workers.

Answer: A

Page: 16

Learning Objective: 1.3

Difficulty: Easy

AACSB: Analytic skills

Bloom’s Taxonomy: Knowledge

1. \_\_\_\_\_\_\_\_ is the overall essence of human experiences in the workplace.
2. Productivity
3. Competency
4. Performance effectiveness
5. Quality of work life
6. Performance efficiency

Answer: D

Page: 16

Learning Objective: 1.3

Difficulty: Easy

AACSB: Analytic skills

Bloom’s Taxonomy: Knowledge

1. The upside-down pyramid view of organizations shows:
2. managers at the top being in charge of the overall operations of the organization.
3. customers at the top being served by workers who are supported by managers.
4. that board of directors can hold top management accountable for organizational performance.
5. that operating and frontline workers are at the bottom of the pyramid followed by the middle managers.
6. that the primary job of top executives is to preserve the resources of the company.

Answer: B

Page: 17

Learning Objective: 1.3

Difficulty: Easy

AACSB: Analytic skills

Bloom’s Taxonomy: Knowledge

1. Which of the following is typically the first step of the management process?
2. Organizing
3. Analyzing
4. Leading
5. Controlling
6. Planning

Answer: E

Page: 18

Learning Objective: 1.4

Difficulty: Easy

AACSB: Analytic skills

Bloom’s Taxonomy: Knowledge

1. In the context of the management process, \_\_\_\_\_\_\_\_ is the process of setting objectives and determining what should be done to accomplish them.
2. organizing
3. inspiring
4. leading
5. planning
6. controlling

Answer: D

Page: 18

Learning Objective: 1.4

Difficulty: Easy

AACSB: Analytic skills

Bloom’s Taxonomy: Knowledge

1. In the context of the management process, organizing is the process of:
2. setting objectives and determining what should be done to accomplish them.
3. assigning tasks, allocating resources, and coordinating work activities.
4. preparing team members to achieve closure and disband.
5. measuring performance and taking action to ensure desired results.
6. motivating team members to increase team cohesiveness so as to ensure the occurrence of groupthink.

Answer: B

Page: 18

Learning Objective: 1.4

Difficulty: Easy

AACSB: Analytic skills

Bloom’s Taxonomy: Knowledge

1. In the context of the management process, leading primarily involves:
2. setting objectives and determining what should be done to accomplish them.
3. assigning tasks, allocating resources, and coordinating work activities.
4. arousing enthusiasm and inspiring efforts to achieve goals.
5. preparing team members to achieve closure and disband.
6. developing action priorities for accomplishing goals and plans.

Answer: C

Page: 19

Learning Objective: 1.4

Difficulty: Easy

AACSB: Analytic skills

Bloom’s Taxonomy: Knowledge

1. In the context of the management process, which of the following best describes the process of controlling?
2. It is the process of setting objectives and determining what should be done to accomplish them.
3. It is the process of assigning tasks, allocating resources, and coordinating work activities.
4. It is the process of arousing enthusiasm and inspiring efforts to achieve goals.
5. It is the process of measuring performance and taking action to ensure desired results.
6. It is the process of developing action priorities for accomplishing goals and plans.

Answer: D

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Learning Objective: 1.4

Difficulty: Easy

AACSB: Analytic skills

Bloom’s Taxonomy: Knowledge

1. According to Mintzberg, a manager’s informational roles involve that of a(n) \_\_\_\_\_\_\_\_.
2. leader
3. disturbance handler
4. disseminator
5. entrepreneur
6. resource allocator

Answer: C

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Learning Objective: 1.4

Difficulty: Easy

AACSB: Communication abilities

Bloom’s Taxonomy: Knowledge

1. In accordance with the ten managerial roles mentioned by Mintzberg, as a monitor, a manager is required to:
2. scan for information.
3. provide direction.
4. handle budgets.
5. forge agreements.
6. share information.

Answer: A

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Learning Objective: 1.4

Difficulty: Easy

AACSB: Communication abilities

Bloom’s Taxonomy: Knowledge

1. According to Mintzberg, the interpersonal roles of a manager primarily involve:
2. the giving, receiving, and analyzing of information.
3. providing direction and instilling enthusiasm.
4. handling budgets and distributing resources.
5. making deals and forging agreements.
6. interacting with people inside and outside the work unit.

Answer: E

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Learning Objective: 1.4

Difficulty: Easy

AACSB: Communication abilities

Bloom’s Taxonomy: Knowledge

1. According to Mintzberg, as a resource allocator, a manager is mainly involved in:
2. the giving, receiving, and analyzing of information.
3. providing direction and instilling enthusiasm.
4. handling budgets.
5. making deals and forging agreements.
6. interacting with people inside and outside the work unit.

Answer: C

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Learning Objective: 1.4

Difficulty: Easy

AACSB: Analytic skills

Bloom’s Taxonomy: Knowledge

1. Being an entrepreneur, disturbance handler, resource allocator, and negotiator are part of the \_\_\_\_\_\_\_\_ roles of the manager.
2. decisional
3. informational
4. interpersonal
5. monitoring
6. allocation

Answer: A

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Learning Objective: 1.4

Difficulty: Easy

AACSB: Analytic skills

Bloom’s Taxonomy: Knowledge

1. \_\_\_\_\_\_\_\_ primarily involves developing action priorities for accomplishing goals and plans.
2. Organizing
3. Agenda setting
4. Capitalizing
5. Information scanning
6. Controlling

Answer: B

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Learning Objective: 1.4

Difficulty: Easy

AACSB: Analytic skills

Bloom’s Taxonomy: Knowledge

1. The process of creating positive relationships with people who can help advance agendas is referred to as \_\_\_\_\_\_\_\_.
2. organizing
3. networking
4. capitalizing
5. allocating
6. controlling

Answer: B

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Learning Objective: 1.4

Difficulty: Easy

AACSB: Communication abilities

Bloom’s Taxonomy: Knowledge

1. Which of the following best describes social capital?
2. It is a unique form of ethical entrepreneurship that seeks novel ways to solve pressing social problems.
3. It is the ability to manage ourselves and our relationships effectively.
4. It is the capacity of creating positive relationships with people who can help advance agendas.
5. It is the capacity to get things done with the support and help of others.
6. It is the ability to think analytically to diagnose and solve complex problems.

Answer: D

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Learning Objective: 1.4

Difficulty: Easy

AACSB: Analytic skills

Bloom’s Taxonomy: Knowledge

1. Which of the following best describes learning?
2. It is a change in behavior that results from experience.
3. It is the capacity to get things done with the support and help of others.
4. It is the process of measuring performance and taking action to ensure desired results.
5. It is the ability to use expertise to perform a task with proficiency.
6. It is the ability to think analytically and achieve integrative problem solving.

Answer: A

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Learning Objective: 1.5

Difficulty: Easy

AACSB: Analytic skills

Bloom’s Taxonomy: Knowledge

1. \_\_\_\_\_\_\_\_ is the ability to translate knowledge into action that results in desired performance.
2. Autogestion
3. Commitment
4. Self-management
5. Productivity
6. Skill

Answer: E

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Learning Objective: 1.5

Difficulty: Easy

AACSB: Analytic skills

Bloom’s Taxonomy: Knowledge

1. Technical skill is the ability to:
2. work well in cooperation with other people.
3. focus on the “soft” skills at work.
4. use expertise to perform a task with proficiency.
5. think analytically and diagnose and solve complex problems.
6. manage ourselves and our relationships effectively.

Answer: C

Page: 23

Learning Objective: 1.5

Difficulty: Easy

AACSB: Analytic skills

Bloom’s Taxonomy: Knowledge

1. A prospective employer asks John, “What exactly can you do for us?” The employer is focusing on John’s \_\_\_\_\_\_\_\_ skills.
2. human
3. conceptual
4. interpersonal
5. critical thinking
6. technical

Answer: E

Page: 23

Learning Objective: 1.5

Difficulty: Easy

AACSB: Analytic skills

Bloom’s Taxonomy: Comprehension

1. Knowing how to write a business plan, using statistics to analyze data from

a market survey, and preparing visual aids for a presentation are part of a manager’s \_\_\_\_\_\_\_\_ skills.

1. peripheral
2. technical
3. human
4. conceptual
5. advanced

Answer: B

Page: 23

Learning Objective: 1.5

Difficulty: Moderate

AACSB: Analytic skills

Bloom’s Taxonomy: Comprehension

1. \_\_\_\_\_\_\_\_ skill is the ability to think analytically to diagnose and solve complex problems.
2. Conceptual
3. Human
4. Technical
5. Kinesthetic
6. Interpersonal

Answer: A

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Learning Objective: 1.5

Difficulty: Easy

AACSB: Analytic skills

Bloom’s Taxonomy: Knowledge

1. Human skills are also referred to as \_\_\_\_\_\_\_\_ skills.
2. conceptual
3. interpersonal
4. technical
5. emotional
6. cooperation

Answer: B

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Learning Objective: 1.5

Difficulty: Easy

AACSB: Analytic skills

Bloom’s Taxonomy: Knowledge

1. Which of the following is a defining characteristic of a manager with good human skills?
2. Capacity to break problems into smaller parts
3. Knowing how to write a business plan
4. A high degree of self-awareness
5. Expertise at handling budgets and distributing resources
6. Ability to inspire efforts to achieve goals

Answer: C

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Learning Objective: 1.5

Difficulty: Moderate

AACSB: Analytic skills

Bloom’s Taxonomy: Knowledge

1. A(n) \_\_\_\_\_\_\_\_ skill precisely refers to the ability to work well in cooperation with other people.
2. conceptual
3. technical
4. emotional
5. human
6. analytical

Answer: D

Page: 24

Learning Objective: 1.5

Difficulty: Easy

AACSB: Analytic skills

Bloom’s Taxonomy: Knowledge

1. \_\_\_\_\_\_\_\_ is the ability to manage ourselves and our relationships effectively.
2. Conceptual skill
3. Technical skill
4. Tech IQ
5. Emotional intelligence
6. Critical thinking

Answer: D

Page: 24

Learning Objective: 1.5

Difficulty: Easy

AACSB: Analytic skills

Bloom’s Taxonomy: Knowledge

**Essay Questions**

1. Why is job migration considered to be a side effect of globalization? How is it being dealt with in the U.S.?

Answer: One controversial side effect to globalization is job migration, the shifting of jobs from one country to another. The U.S. economy has been a net loser to job migration while countries like China, India, and the Philippines are net gainers. Politicians and policymakers regularly debate the high costs of job migration as local workers lose jobs and their communities lose economic vitality. One side looks for new government policies to stop job migration and protect the jobs of U.S. workers. The other side calls for patience, believing that the national economy will strengthen and grow jobs in the long run as the global economy readjusts.

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Learning Objective: 1.1

Difficulty: Moderate

AACSB: Dynamics of the global economy

Bloom’s Taxonomy: Comprehension

1. List some of the changes in present organizational trends.

Answer: Here are some of the changes in present organizational trends:

•Focus on valuing human capital: The premium is on high-involvement work settings that rally the knowledge, experience, and commitment of all members.

• Demise of “command-and-control”: Traditional top-down “do as I say” bosses are giving way to participatory bosses who treat people with respect.

• Emphasis on teamwork: Organizations are more horizontal in focus, and driven by teamwork that pools talents for creative problem solving.

• Preeminence of technology: New developments in computer and information technology continually change the way organizations operate and how people work.

• Importance of networking: Organizations and their members are networked for intense, real-time communication and coordination.

• New workforce expectations: A new generation of workers is less tolerant of

hierarchy, more informal, attentive to performance merit, and concerned for work–life balance.

• Priorities on sustainability: Social values show more attention to preservation of natural resources for future generations and understanding how work affects

human well-being.

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Learning Objective: 1.2

Difficulty: Easy

AACSB: Analytic skills

Bloom’s Taxonomy: Knowledge

1. Discuss the hierarchical structure of typical business organizations.

Answer: At the highest levels of business organizations, we find the board of directors whose members are elected by stockholders to represent their ownership interests. In nonprofit organizations such as a hospital or university, this level is often called a board of trustees, and it may be elected by local citizens, appointed by government bodies, or invited by existing members.

The top managers including the chief executive officer (CEO), chief operating officer (COO), chief financial officer (CFO), chief information officer (CIO), chief diversity officer (CDO), president, and vice president constitute an executive team that reports to the board and is responsible for the performance of an organization as a whole or for one of its larger parts.

Middle managers report to top managers and are in charge of relatively large departments or divisions consisting of several smaller work units. Examples are clinic directors in hospitals; deans in universities; and division managers, plant managers, and regional sales managers in businesses. Middle managers work with top managers, coordinate with peers, and support lower levels to develop and pursue action plans that implement organizational strategies to accomplish key objectives.

Team leaders report to middle managers and supervise nonmanagerial workers.

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Learning Objective: 1.3

Difficulty: Easy

AACSB: Analytic skills

Bloom’s Taxonomy: Knowledge

1. Briefly explain the four management functions.

Answer: The four functions of management in what is called the management

process are—planning, organizing, leading, and controlling.

Planning is the process of setting performance objectives and determining what actions should be taken to accomplish them. Through planning, a manager identifies desired results and ways to achieve them.

Organizing is the process of assigning tasks, allocating resources, and coordinating work activities.

Leading is the process of arousing enthusiasm and inspiring efforts to achieve goals.

Controlling is the process of measuring performance and taking action to ensure desired results.

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Learning Objective: 1.4

Difficulty: Easy

AACSB: Analytic skills

Bloom’s Taxonomy: Knowledge

1. Discuss the various roles performed by a manager.

Answer: The managerial roles fall into three categories—informational, interpersonal, and decisional roles.

A manager’s informational roles involve the giving, receiving, and analyzing of information. A manager fulfilling these roles will be a monitor, scanning for information; a disseminator, sharing information; and a spokesperson, acting as official communicator. The interpersonal roles involve interactions with people inside and outside the work unit. A manager fulfilling these roles will be a figurehead, modeling and setting forth key principles and policies; a leader, providing direction and instilling enthusiasm; and a liaison, coordinating with others. The decisional roles involve using information to make decisions to solve problems or address opportunities. A manager fulfilling these roles will be a disturbance handler, dealing with problems and conflicts; a resource allocator, handling budgets and distributing resources; a negotiator, making deals and forging agreements; and an entrepreneur, developing new initiatives.

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Learning Objective: 1.4

Difficulty: Easy

AACSB: Analytic skills

Bloom’s Taxonomy: Knowledge