

All fifty questions are compulsory and must be attempted

Question 1:

Three of the following strategies are closely related which is the exception?

Which of the following could be used?

- A. Downsizing.
- B. Delegating
- C. Delaying.
- D. Outsourcing.

Question 2:

Which of the following is most likely to be an example of an existential culture in Harrison's model of culture types?

- A. An entrepreneurial start up business.
- B. Partnership of graphic designers.
- C. Acentruction project.
- D. large telecommunications company.

Question 3:

Management reports are often used to make comparison within the organisation where comparison is made between products. Which measure would be used?

- A. Gross profit.
- B. Net profit.
- C. Contribution.
- D. Return on capital.

Question 4:

The bargaining power of customers in an industry will be greater in which of the following circumstances?

- A. There are one or two dominant suppliers in the industry.
- B. The product is highly important to the customers' business.
- C. There are many customers in the industry.
- D. Switching costs are low.

Question 5:

Which of the following is not a key risk area for computer fraud?

- A. Hackers.
- B. Lack of managerial understanding.
- C. Inability to secure access to data.
- D. Integration of data systems.

Question 6:

Different types of power may be exercised within an organisation over different individuals.

Which type of power is associated with formal authority?

- A. Resource power.
- B. Expert power.
- C. Position power.

Question 7:

Which of the following is a correct definition of the term “span of control”?

- A. The number of employees reporting to one manager.
- B. The number of managers to whom one employee reports.
- C. The number of levels in the hierarchy.
- D. The number of employees at each level of organisation.

Question 8:

Which of the following statements is a definition of probity?

- A. Open and clear disclosure of all relevant information.
- B. Telling the truth and not misleading stakeholders.
- C. Accepting the blame or credit for decisions.
- D. Answering in some way for the consequences of its actions.

Question 9:

An organisation is a social arrangement which pursues collective
Which controls its own performance and which has a boundary separating it from its environment?

Which of the following words best completes this sentence?

- A. Ambitions.
- B. Duties.
- C. Goals.

Question 10:

Which of the following is an approach to ethics which combines a concern for the law with an emphasis on managerial responsibility?

- A. Compliance based.
- B. Integrity based.
- C. Environmental based.
- D. Economic based.

Question 11:

Which of the following would raise ethical issues for a manufacture of fast moving consumer goods?

- i. The materials used in manufacture of the goods.
 - ii. The quality of the goods.
 - iii. How the goods are advertised.
 - iv. How much its raw materials suppliers pay their staff.
 - v. How the goods are packaged.
- A. (ii) and (iii) only.
 - B. (i),(ii) and (iii) only.
 - C. (ii),(iii) and (v) only.
 - D. (i),(ii), (iii) and (v).

Question 12:

For demographic purpose which of the following is not variable in the identification of social class?

- A. Income level.
- B. Lifestyle.
- C. Occupation.
- D. Education.

Question 13:

The following, with one exception are claimed as advantages for job enrichment as from of job re-design. Which is the exception?

- A. It increases job satisfaction.
- B. It inhanse quantity of output.
- C. It replaces monetary rewards.
- D. It reduces supervisory costs.

Question 14:

Which of the following is not purpose of performance appraisal?

- A. Job evaluation.
- B. Identification of training needs.
- C. Succession planning.

Question 15:

For a formal meeting in which order would you expect the following items to appear on the agenda?

1. Subjects for discussion.
 2. Minutes of previous meeting.
 3. Date of next meeting.
 4. Any other business.
 5. Apologies for absence
 6. Matters arising.
- A. The sequence is 5,2,6,1,4,3.
 - B. The sequence is 5,2,1,6,3,4.
 - C. The sequence is 2,5,1,6,3,4.

Question 16:

Which type of government policy focuses on taxation public borrowing and public spending?

- A. Fiscal.
- B. Social policy.
- C. Monetary policy.
- D. Industry policy.

Question 17:

Health and safety regulation cover arrange of work place health and safety issues which of the following is not covered by regulation?

- A. Handling and storage of chemicals.
- B. Lifting heavy objects.
- C. Computers.
- D. Pregnancy.

Question 18:

Complete the statement given below by using one of the words in list below.

Shareholders are stakeholders?

- A. External.
- B. Community.
- C. Internal.
- D. Connected.

Question 19:

Which of the following is the MAIN function of marketing?

- A. To maximise sale volume.
- B. To identify and anticipate customer need.
- C. To persuade potential consumers to convert latent demand into expenditure.
- D. To identify suitable outlets for goods and services supplied.

Question 20:

The following qualities are some of those expected of an accountant, but which is a professional quality as opposed to personal quality?

- A. Reliability.
- B. Respect.
- C. Timeliness.
- D. Scepticism.

Question 21:

Which of the following are best shown using a bar chart?

1. The nature of activities within an action plan.
 2. Sequence of activities within an action of project.
 3. The time required for different activities.
 4. Quantitative relationships between activities.
- A. (1) and (2)
 - B. (2) and (3)
 - C. (2) and (4)
 - D. (3) and (4)

Question 22:

Which of the following is not a key risk area for computer fraud?

- A. Hackers.
- B. Lack of managerial understanding.
- C. Inability to secure access to data.
- D. Integration of data systems.

Question 23:

The government policies can be used to expand as slow down the level of economic activity?

1. Taxation.
2. Public expenditure.

Which of the following?

- A. Increase 1 and increase 2.
- B. Increase 1 and reduce 2.
- C. Reduce 1 and Increase 2.
- D. Reduce 1 and reduce 2.

Question 24:

In atypical finance function, preparation budgets and budgetary control would usually be the responsibility of which of the following roles?

- A. The financial controller.
- B. The management accountant.
- C. The treasurer.
- D. The finance Director.

Question 25:

Which of the following is example of weak financial control procedures?

- A. Suppliers not being paid on time.
- B. Debtors not paying within credit limits.
- C. Excessive bad or doubtful debts.
- D. All of the above.

Question 26:

Which three of the following did Henri Fayol include in his five functions of management?

- i. motivating.
- ii. Co-ordinating.
- iii. Commanding.
- iv. Controlling.

- A. i , ii , iii .
- B. ii , iii and iv .
- C. i , ii and iv .
- D. i , iii and iv .

Question 27:

The following with one exception, are potential problems for time management. Which is the exception?

- A. An open door policy of management.
- B. A social work group.
- C. An assertive style of communication.

Question 28:

In a free market economy, the price mechanism.

- A. Aids government control.
- B. Allocates resources.
- C. Reduces unfair competition.
- D. Measure national wealth.

Question 29:

Which of the following statements is true in relation to the average revenue function of business in perfect market?

- A. Diagonal.
- B. Horizontal.
- C. Vertical.

Question 30:

.....inflation arises from an excess of aggregate need over the productive capacity of the economy.

Which word correctly this sentence?

- A. Demand pull.
- B. Cost push.

Question 31:

A company has advertised for staff who must be at least 1.88 meters tall and have been continuous full-time employment for at least five years.

Which of the following is the legal term for this practice?

- A. Direct discrimination.
- B. Indirect discrimination.
- C. Victimisation.
- D. Implied discrimination.

Question 32:

A large, well-established construction company organises itself on a project basis, using temporary matrix and project team structures.

What cultural type is most likely to fit this organisation?

- A. Role culture.
- B. Power culture.
- C. Task culture.

Question 33:

Which is type of un employment arises from a permanent reduction in demand for the products supplied by single industry or group industries with traditionally large work force?

- A. Frictional.
- B. Structural.
- C. Cyclical.
- D. Seasonal.

Question 34:

Which of the following is not likely to result from a fall in the exchange rate?

- A. A stimulus to exports.
- B. An increase in the costs of imports.
- C. Reducing demand for imports.
- D. A reduction in the rate of domestic inflation.

Question 35:

Which of the following is not usually a barrier to effective communication?

- A. Distortion.
- B. Noise.
- C. Connection between individuals.
- D. Technical vocabulary.

Question 36:

Which of the following is an aim of the control system relating to account payable and purchases?

- A. To ensure that all credit notes received are recorded in the general and pay able ledger.
- B. To ensure that goods and services are only supplied to customers with good credit ratings.
- C. To ensure that all credit notes that have been issued are recorded in the general and receivables ledgers.
- D. To ensure that potentially doubtful debts are identified.

Question 37:

All the following with one exception, are examples of advantages of computer-based accounting system over a manual system. Which statement is the exception?

- A. Financial calculation can be performed more quickly and accurately.
- B. Financial information can be presented to other business departments in a variety of forms.
- C. There is much stronger provision for data security.
- D. The system is easier to update as new information becomes available.

Question 38:

The total level of demand in the company is made up of consumption,, government expenditure and net gains from international trade.

Which of the following correctly completes the sentence above?

- A. Savings.
- B. Taxation.
- C. Investment.

Question 39:

An employer's treatment of an employee is so bad that eventually she resigns even though she liked her work. This would be an example of?

- A. Wrong full dismissal.
- B. Potentially unfair dismissal.
- C. Automatically unfair dismissal.
- D. Constructive.

Question 40:

When the price of good is held above the equilibrium price, the result will be?

- A. Excess demand.
- B. Shortage of the good.
- C. A surplus of goods.
- D. An increase in demand.

Question 41:

The preparation and filing of account by limited companies each year is required by which of the following?

- A. Codes of corporate governance
- B. National legislation.
- C. International accounting standards.
- D. Local accounting standards.

Question 42:

Which of the following action would of benefit to the environment?

	Yes	No
Using renewable energy sources		
Burying non-biodegradable waste on sit		
Minimising costs		
Buying recycled paper		
Encouraging staff not to print Emails		

Question 43:

How does the government impact on Constance's business?

	Yes	No
Company law		
Employment law		
Industry law		
Customer protection		

Question 44:

Goods inwards checks are an example of control in which business financial system?

- A. Payroll.
- B. Purchasing.
- C. Sales.
- D. Cash management.

Question 45:

What is key objective of performance?

- A. To insure that employees are developing their potential for improvement.
- B. To underpin in the reward system of the organisation.
- C. To support promotion planning.
- D. To give employees feedback on the previous year's performance.

Question 46:

In a project team, Jane is the person every one turns to with her problems and inter-personal conflicts, knowing that she will listen and mediate.

Which belbins team roles Jane fulfill?

- A. Plant.
- B. Shaper.
- C. Co.ordinator.
- D. Team worker.

Question 47:

..... tax are collected by the revenue authority from the business. Which attempts to pass on the tax to consumers in the price of goods?

Which word correctly completes this statement?

- A. Progressive.
- B. Direct.
- C. Indirect.

Question 48:

A surplus on the balance of payments usually refers to a surplus or deficit on the account

Which word correctly completes this statement?

- A. Current.
- B. Capital.
- C. Financial.

Question 49:

Which of the following costs, which might be incurred before or during the development of an information.

- i. Hardware purchase.
 - ii. Costs of testing the system.
 - iii. Software purchase cost.
 - iv. Installation costs.
- A. (i), (ii) and (iii).
 - B. (ii), (iii) and (iv).
 - C. (i), (ii) and (iv).
 - D. (i), (iii) and (iv).

Question 50:

..... are mental states (made up of thoughts, feelings and intentions) which influence an individual's response to all objects and situations with which they are related.

Which word correctly completes this definition?

- A. Personality traits.
- B. Perceptions.
- C. Attitudes.
- D. Emotional.

Answers F1
December 2018

E.	B
F.	A
G.	A
H.	D
I.	B
J.	A
K.	A
L.	B
M.	C
N.	B
O.	D
P.	B
Q.	C
R.	A
S.	B
T.	A
U.	A
V.	D
W.	D
X.	D
Y.	D
Z.	C
AA.	D
BB.	B
CC.	A,B,C,D
DD.	B
EE.	A
FF.	C
GG.	B
HH.	C
II.	B
JJ.	C
KK.	B
LL.	D
MM.	C
NN.	A
OO.	C

PP. C
QQ. D
RR. C
SS. B
TT.

Yes	No
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UU.

Yes	No
	√
√	
√	
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VV. B
WW. C
XX. D
YY. C
ZZ. A
AAA. D
BBB. C