

MGMT 310
Exam 1 Study Guide
Fall 2018

Exam 1 will be on Monday, Sept. 24. It will cover Chapters 1 – 4. You will need to bring a small green scantron sheet and a pencil. The exam is worth 100 points. There will be 12 points of short answer (8 questions) and 88 points of multiple choice (44 questions worth 2 points each). Below are the topics you'll need to know for the exam. Remember that I write my exams from my lecture slides, and that you should use your book as a resource.

Chapter 1

- The definition of management
- The four functions of management
- At least three reasons why being a manager is hard
- What we mean by competitive advantage through people
- Recognize examples of these managerial roles: Liaison, Figurehead, Spokesperson, Negotiator, Disturbance Handler
- The four managerial levels: Top, Middle, Front-line, and Team Leader
- The importance of these three managerial skills at different levels of management: technical skills, conceptual skills, interpersonal skills
- In what ways the workforce is becoming more diverse
- Innovation as a source of competitive advantage

Chapter 2

- The five characteristics of an effective bureaucracy (Weber)
- One finding of the Hawthorne Studies
- The goal of scientific management, and what work was like before scientific management
- What the Gantt chart does
- The definition of these elements of Administrative Management: chain of command, division of labor, esprit de corps, equity, and centralization
- Recognize an example of economies of scale
- Lillian Gilbreth's contributions of encouraging laws regarding workplace safety and child labor
- What a time and motion study did (Gilbreth's)
- Recognize the tenets of human relations
- What the contingency perspective means

Chapter 3

Management Analyst Study Guide

Victor M. Corman



Management Analyst Study Guide:

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and answers in the areas that will likely be covered on your upcoming exam including but not limited to Principles of office management Verbal abilities Documents and forms Preparing written material Understanding and interpreting both written and tabular material and more **Assistant Management Analyst** National Learning Corporation,2019-02 The Assistant Management Analyst Passbook R prepares you for your test by allowing you to take practice exams in the subjects you need to study It provides hundreds of questions and answers in the areas that will likely be covered on your upcoming exam including but not limited to program and systems analyses reading comprehension report writing preparing written material computer and information systems including work flow and work simplification procedure analysis forms design space utilization and layout records management and more Principal Management Analyst National Learning Corporation,2020-10-20 The Principal Management Analyst Passbook R prepares you for your test by allowing you to take practice exams in the subjects you need to study It provides hundreds of questions and answers in the areas that will likely be covered on your upcoming exam including but not limited to Administrative analysis Preparation of written material Understanding and interpreting tabular material and more **Contract Management Analyst** Jack Rudman,National Learning Corporation,2017 The Contract Management Analyst Passbook R prepares you for your test by allowing you to take practice exams in the subjects you need to study It provides hundreds of questions and answers in the areas that will likely be covered on your upcoming exam **Contract Management Analyst** National Learning Corporation,2020-04-20 The Contract Management Analyst Passbook R prepares you for your test by allowing you to take practice exams in the subjects you need to study **Associate Management Analyst (C-1234)** National Learning Corporation,2018-11 The Associate Management Analyst Passbook R prepares you for your test by allowing you to take practice exams in the subjects you need to study It provides hundreds of questions and answers in the areas that will likely be covered on your upcoming exam including but not limited to Cost analysis and accounting Organization System procedures Government organization and functions Administrative techniques Communications and more **The Complete Study Guide for Scoring High Management Analyst, Assistant-associate** Arco Publishing Company,1976 Installation Housing Management Study Guide Sarah E. Nichols,1987 *Assistant Transit Management Analyst* National Learning Corporation,2020 The Assistant Transit Management Analyst Passbook R prepares you for your test by allowing you to take practice exams in the subjects you need to study **PMP Project Management Professional Exam Study Guide** Kim Heldman,Claudia M. Baca,Patti M. Jansen,2007-07-30 Get the most comprehensive PMP Exam study package on the market Prepare for the demanding PMP certification exam with this Deluxe Edition of our PMP Project Management Professional Exam Study Guide Fourth Edition Featuring a bonus workbook with over 200 extra pages of exercises this edition also includes six practice exams over two hours of audio on CD to help you review additional coverage for the CAPM Certified Associate in Project Management exam and much more Full coverage of all exam objectives in a systematic approach so you can be confident you re getting the

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