

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

Terry C. Jones



Management Analyst Study Guide:

Management Analyst Study Guide Book Review: Unveiling the Power of Words

In some sort of driven by information and connectivity, the ability of words has be evident than ever. They have the capability to inspire, provoke, and ignite change. Such may be the essence of the book **Management Analyst Study Guide**, a literary masterpiece that delves deep into the significance of words and their impact on our lives. Published by a renowned author, this captivating work takes readers on a transformative journey, unraveling the secrets and potential behind every word. In this review, we shall explore the book is key themes, examine its writing style, and analyze its overall impact on readers.

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