

BCA CLASS TEST BASED ON MCQ

UNIT-2

1. Identify the best definition of planning.
 - A. An integrated process in which plans are formulated, carried out and controlled
 - B. Devising ways of achieving the objectives of an organization.
 - C. Setting an organization's objectives and the means of reaching them.
 - D. The core activity of planners and planning departments.

2. The top management works on
 - A. Strategic Plan
 - B. Corporate Plan
 - C. Budgeting
 - D. Both A and B

3. What is the planning horizon?
 - A. The time ahead for which there is no information.
 - B. The time between making a plan and putting it into effect.
 - C. The maximum time for which managers can make plans.
 - D. The time period within which uncertainty is very low.

5. The first step in the planning process is to
 - A. Set an objective
 - B. Evaluate alternatives
 - C. Determine strength and weaknesses
 - D. None of above

6. The decision making step, which consists of organization goals, predicting alternatives and communicating goals is called _____
 - A. Organization
 - B. Alternation
 - C. Planning
 - D. Valuing

7. Planning is -----process
 - A. Directing

- B. Thinking
- C. Forecasting
- D. None of these

8. Planning is.....

- A. Pervasive
- B. Futuristic
- C. Continues
- D. All of these

9. Planning involves.....

- A. Future course of action
- B. Review of past performance
- C. Analysis of policies
- D. All of these

10. Planning provides.....

- A. Information to outsiders
- B. Basis for recruitment and selections
- C. Purpose and direction of all persons
- D. None of these

11. Operational planning is undertaken at.....

- A. Top level
- B. lower level
- C. middle level
- D. All of these

12. Planning process began with

- A. Setting objectives
- B. Identity alternatives
- C. Developing planning premise
- D. Selecting alternatives

13. Planning is

- A. Forward looking
- B. Backward looking
- C. Both forward and backward looking
- D. None of the above

14. Management by objective is

- A. goal oriented
- B. work oriented
- C. budget oriented

D. none of the above

15. Which among the following involves in planning process?

- A. Selection of objective
- B. Determine the way to achieve objective
- C. Both A and B
- D. None of the above

16. Management is_____.

- A. An art.
- B. A science.
- C. An art and a science.
- D. An art not science.

17. Goals, aims, purposes, missions and target is also known as _____.

- A. Objective.
- B. Strategies.
- C. Policies.
- D. Rules.

18. The process of establishing a time sequence for the work is known as _____.

- A. Objective.
- B. Schedules.
- C. Procedures.
- D. Budgets.

19. A rigid plan, no scope for discretion _____.

- A. Rule.
- B. Schedules.
- C. Procedures.
- D. Budgets.

20. Set of clear instruction in a clear and logical sequence to perform a particular task_____.

- A. Rules.
- B. Programme.
- C. Policy.
- D. Methods

21. Formal authority flows from upwards to downwards in_____.

- A. Formal organization.
- B. Informal organization.

- C. Business or organisation.
- D. Strategic organization.

22. Informal authority flows upwards to downwards or horizontally in _____.

- A. Formal organization.
- B. Informal organization.
- C. Business or organisation.
- D. Strategic organization

23. Rules, duties and responsibilities of workers are given in writing in_____.

- A. Formal organization.
- B. Informal organization.
- C. Business or organisation.
- D. Strategic organization.

24. Which type of organization is permanent and stable?

- A. Formal organization.
- B. Informal organization.
- C. Business or organisation.
- D. Strategic organization.

25. Which type of organization gives importance to terms of authority and functions?

- A. Formal organization.
- B. Informal organization.
- C. Business or organisation.
- D. Strategic organization.

26. Henri Fayol is known as _____.

- A. The father of general management
- B. The father of shop floor management
- C. The father of scientific management
- D. All of the above

27. Which of the following is true about managers within an organisation?

- A. Management skills apply to managers at top levels in an organisation
- B. Management skills apply to managers at all levels in an organisation
- C. Management skills apply to managers at middle levels in an organisation
- D. Management skills apply to managers at executive levels in an organisation

28. Which of the following is true about Principles of Management?

- A. The principles of management are in a continuous process of evolution
- B. The principles of management have evolved
- C. The principles of management have not evolved
- D. None of the above

29. Management deals with _____

- A. internal environment
- B. external environment
- C. both internal and external environment
- D. None of the above

30. Management functions include _____

- A. planning & organizing
- B. directing
- C. controlling
- D. All of the above

31. Management is _____ in order to create a surplus.

- A. an art
- B. a science
- C. both A & B
- D. None of these

32. Management skills applies to managers at _____

- A. Middle levels in an organization
- B. Top levels in an organization
- C. Executive levels in an organization
- D. All levels in an organization

33. _____ is about grouping of jobs.

- A. organising
- B. directing
- C. planning
- D. controlling

34. Managerial skills involves _____

- A. technical skills
- B. human skills
- C. conceptual skills

D. all of the above

35. Managerial skills involves _____

- A. technical skills
- B. human skills
- C. conceptual skills
- D. all of the above

36. What is the primary purpose of planning in management?

- a. Implementing day-to-day operations
- b. Achieving organizational goals
- c. Direct supervision of employees
- d. Allocating resources randomly

Answer: b

37. Which type of planning focuses on day-to-day tasks and activities?

- a. Strategic planning
- b. Tactical planning
- c. Operational planning
- d. Contingency planning

Answer: c

38. What is the significance of planning in an organization?

- a. Avoiding decision-making
- b. Eliminating uncertainty
- c. Discouraging creativity
- d. Reducing employee motivation

Answer: b

39. Strategic planning is primarily concerned with:

- a. Short-term goals
- b. Day-to-day tasks
- c. Long-term goals and overall direction
- d. Tactical decisions

Answer: c

40. Which level of management is typically involved in strategic planning?

- a. Top-level management
- b. Middle-level management
- c. First-line management
- d. Operational management

Answer: a

41. Operational planning is concerned with:

- a. Short-term goals

- b. Day-to-day tasks
- c. Long-term goals and overall direction
- d. Tactical decisions

Answer: b

42. The process of setting organizational goals and deciding on the means to achieve them is known as:

- a. Decision making
- b. Organizing
- c. Controlling
- d. Planning

Answer: d

43. What is the primary benefit of contingency planning?

- a. Enhancing creativity
- b. Eliminating uncertainty
- c. Preparing for unexpected events
- d. Reducing the need for decision-making

Answer: c

44. What is a limitation of planning in management?

- a. Enhancing organizational efficiency
- b. Increasing employee motivation
- c. Inflexibility in dynamic environments
- d. Eliminating creativity

Answer: c

45. Which type of planning involves developing alternative courses of action to deal with unexpected situations?

- a. Strategic planning
- b. Tactical planning
- c. Operational planning
- d. Contingency planning

Answer: d

46. What is the primary purpose of forecasting in decision-making?

- a. Analyzing past performance
- b. Reducing uncertainty about the future
- c. Implementing strategic plans
- d. Controlling day-to-day tasks

Answer: b

47. Which decision-making technique involves analyzing the strengths, weaknesses, opportunities, and threats of a situation?

- a. SWOT analysis
- b. Brainstorming
- c. Delphi technique

d. Pareto analysis

Answer: a

48. In decision-making, what is the purpose of the Delphi technique?

- a. Encouraging groupthink
- b. Analyzing alternatives individually
- c. Group decision-making through consensus
- d. Minimizing individual bias

Answer: d

49. What is a disadvantage of using quantitative forecasting techniques?

- a. Subjectivity
- b. Lack of precision
- c. Time-consuming
- d. Dependence on expert judgment

Answer: b

50. Which decision-making technique involves generating ideas in a group setting without criticism?

- a. SWOT analysis
- b. Brainstorming
- c. Delphi technique
- d. Pareto analysis

Answer: b

51. What is the purpose of the Pareto analysis in decision-making?

- a. Identifying the most significant factors
- b. Encouraging creativity
- c. Minimizing groupthink
- d. Analyzing alternatives individually

Answer: a

52. Which forecasting technique involves obtaining opinions from a group of experts anonymously?

- a. Time series analysis
- b. Expert judgment
- c. Delphi technique
- d. Market research

Answer: c

53. What is the primary benefit of using quantitative forecasting techniques?

- a. Subjectivity
- b. Lack of precision
- c. Objectivity and precision
- d. Dependence on expert judgment

Answer: c

54. Which decision-making technique relies on statistical models and historical data?

- a. SWOT analysis
- b. Time series analysis
- c. Delphi technique
- d. Pareto analysis

Answer: b

55. What is a limitation of using the Delphi technique in decision-making?

- a. Encourages groupthink
- b. Time-consuming
- c. Requires expert judgment
- d. Lack of anonymity

Answer: b

56. Which forecasting technique involves studying past data to predict future trends?

- a. Expert judgment
- b. Time series analysis
- c. Delphi technique
- d. Scenario planning

Answer: b

57. In decision-making, what does the term "Groupthink" refer to?

- a. Encouraging individual creativity
- b. Collecting opinions from a group anonymously
- c. Seeking a consensus without critical evaluation
- d. Using statistical models

Answer: c

58. Which decision-making technique involves developing multiple scenarios to account for different possible futures?

- a. SWOT analysis
- b. Time series analysis
- c. Delphi technique
- d. Scenario planning

Answer: d

59. What is a potential drawback of using scenario planning in decision-making?

- a. Lack of flexibility
- b. Overemphasis on individual creativity
- c. Difficulty in predicting specific events
- d. Dependence on historical data

Answer: c

60. Which forecasting technique involves collecting opinions from a group of experts?

- a. Time series analysis
- b. Expert judgment
- c. Delphi technique

d. Pareto analysis

Answer: b

61. In decision-making, what is the primary advantage of using scenario planning?

- a. Precision in predictions
- b. Flexibility in handling uncertainty
- c. Group consensus
- d. Minimizing individual bias

Answer: b

62. What is the purpose of using the weighted scoring model in decision-making?

- a. Encouraging creativity
- b. Assigning values to various decision criteria
- c. Minimizing individual bias
- d. Analyzing alternatives individually

Answer: b

63. Which decision-making technique involves assigning weights to different decision criteria?

- a. SWOT analysis
- b. Weighted scoring model
- c. Delphi technique
- d. Pareto analysis

Answer: b

64. In forecasting, what does the term "Trend Analysis" involve?

- a. Analyzing past data to predict future trends
- b. Collecting opinions from a group of experts
- c. Developing multiple scenarios
- d. Assigning weights to decision criteria

Answer: a

65. What is a limitation of using quantitative forecasting techniques?

- a. Time-consuming
- b. Subjectivity
- c. Lack of precision
- d. Dependence on expert judgment

Answer: c

66. At which level of management do supervisors and team leaders operate?

- a. Top-level management
- b. Middle-level management
- c. First-line management
- d. Operational management

Answer: c

67. Top-level management is primarily responsible for:

- a. Direct supervision of employees
- b. Making strategic decisions and setting organizational goals
- c. Implementing day-to-day operations
- d. Task coordination

Answer: b

68. Middle-level management is involved in:

- a. Developing long-term strategies
- b. Direct supervision of employees
- c. Translating top-level plans into actionable tasks
- d. Routine operational tasks

Answer: c

69. Operational management is focused on:

- a. Making strategic decisions
- b. Implementing day-to-day operations
- c. Setting organizational goals
- d. Formulating long-term plans

Answer: b

70. Which level of management is responsible for translating organizational goals into specific tasks for employees?

- a. Top-level management
- b. Middle-level management
- c. First-line management
- d. Operational management

Answer: c

71. What is the primary role of top-level management?

- a. Supervising employees
- b. Formulating long-term plans
- c. Translating plans into specific tasks
- d. Implementing day-to-day operations

Answer: b

72. First-line management is also known as:

- a. Top-level management
- b. Middle-level management
- c. Lower-level management
- d. Operational management

Answer: c

73. Which level of management is responsible for the overall coordination of tasks and resources within a department?

- a. Top-level management
- b. Middle-level management
- c. First-line management

d. Operational management

Answer: b

74. What is the primary focus of operational management?

- a. Formulating long-term plans
- b. Translating organizational goals into specific tasks
- c. Direct supervision of employees
- d. Making strategic decisions

Answer: c

75. At which level of management do CEOs, Presidents, and Vice Presidents typically operate?

- a. Top-level management
- b. Middle-level management
- c. First-line management
- d. Operational management

Answer: a

76. Who is responsible for implementing the plans and strategies formulated by top-level management?

- a. First-line managers
- b. Middle-level managers
- c. Operational managers
- d. Top-level managers

Answer: a

77. Middle-level management acts as a link between:

- a. Top-level management and operational management
- b. First-line management and top-level management
- c. Operational management and first-line management
- d. Top-level management and employees

Answer: a

78. First-line managers are directly responsible for:

- a. Formulating organizational goals
- b. Making strategic decisions
- c. Implementing day-to-day operations
- d. Translating plans into specific tasks

Answer: c

79. Who is responsible for day-to-day supervision and task coordination?

- a. First-line managers
- b. Middle-level managers
- c. Operational managers
- d. Top-level managers

Answer: a

80. Operational management is primarily concerned with:

- a. Formulating long-term plans
- b. Translating organizational goals into specific tasks
- c. Direct supervision of employees
- d. Making strategic decisions

Answer: c

81. At which level of management is there a greater focus on technical skills?

- a. Top-level management
- b. Middle-level management
- c. First-line management
- d. Operational management

Answer: d

82. The primary role of top-level management is to ensure:

- a. Employee satisfaction
- b. Efficient day-to-day operations
- c. Long-term success and strategic direction
- d. Routine task coordination

Answer: c

83. Who is responsible for translating the vision and mission of the organization into actionable plans?

- a. First-line managers
- b. Middle-level managers
- c. Operational managers
- d. Top-level managers

Answer: d

84. Which level of management is most directly involved in the implementation of organizational policies?

- a. Top-level management
- b. Middle-level management
- c. First-line management
- d. Operational management

Answer: c

85. The coordination of tasks within a specific department is a primary responsibility of:

- a. Top-level management
- b. Middle-level management
- c. First-line management
- d. Operational management

Answer: b

86. Question: What is the meaning of planning?

- A. A spontaneous reaction

- B. A systematic approach to achieve goals
- C. Random decision-making
- D. None of the above

Answer: B

87.Question: Why is planning important in organizations?

- A. It ensures chaos and unpredictability
- B. It provides a roadmap for achieving objectives
- C. It hinders creativity
- D. Only B and C

Answer: B

88.Question: What is the primary purpose of planning?

- A. To create confusion
- B. To achieve organizational goals
- C. To discourage innovation
- D. To limit flexibility

Answer: B

89.Question: What are the types of planning?

- A. Short-term and long-term planning
- B. Tactical and strategic planning
- C. Operational and contingency planning
- D. All of the above

Answer: D

90.Question: At which level of management is strategic planning typically conducted?

- A. Top-level management
- B. Middle-level management
- C. Frontline management
- D. All levels

Answer: A

91.Question: What is a limitation of planning?

- A. Enhances coordination
- B. Inflexibility in a dynamic environment
- C. Improves decision-making
- D. All of the above

Answer: B

92.Question: Advantages of planning include:

- A. Improved decision-making
- B. Increased efficiency
- C. Enhanced employee motivation
- D. All of the above

Answer: D

93.Question: Why is forecasting important for decision-making?

- A. It helps in predicting future trends
- B. It reduces uncertainty
- C. It aids in resource allocation
- D. All of the above

Answer: D

94.Question: What is forecasting?

- A. Looking back at past events
- B. Predicting future events based on data and analysis
- C. Random guessing
- D. Ignoring historical data

Answer: B

95.Question: What are the techniques of quantitative forecasting?

- A. Regression analysis
- B. Time series analysis
- C. Both A and B
- D. None of the above

Answer: C

96.Question: Which of the following is a qualitative forecasting method?

- A. Exponential smoothing
- B. Delphi method
- C. Moving averages
- D. Linear regression

Answer: B

97.Question: What is decision-making?

- A. A random process
- B. The process of choosing from alternatives
- C. Ignoring available options
- D. None of the above

Answer: B

98. Question: The rational decision-making model involves:

- A. Intuition and gut feeling
- B. A systematic process of analysis and evaluation
- C. Random selection
- D. None of the above

Answer: B

99.Question: What is a disadvantage of group decision-making?

- A. Increased creativity
- B. Groupthink
- C. Faster decision-making
- D. All of the above

Answer: B

100.Question: Decision-making levels in an organization include:

- A. Operational, tactical, and strategic
- B. Top, middle, and frontline management
- C. Both A and B
- D. None of the above

Answer: C

101.Question: The Vroom-Yetton-Jago decision-making model considers:

- A. Autocratic decisions
- B. Group decisions
- C. Both A and B
- D. None of the above

Answer: C