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QUESTION 1

A company, the largest provider of mental health services in its area, was encountering personnel problems. The company's facilities housed many clients, but funding never seemed adequate to hire quality, live-in staff. A new administrator is determined to facilitate long-term employment of the best possible care-giving staff. Besides paying better wages, the administrator believes that the staff should be strongly motivated by the work itself. According to Maslow's hierarchy of needs, the best employees would have a need for:

- A. Esteem.
- B. Belonging.
- C. Self-actualization.
- D. Safety and security.

Correct Answer: C

Self-actualization is the highest level need in Maslow's hierarchy. Self-actualization refers to the desire to become what one is capable of becoming, to realize one's potential and accomplish to the limit of one's ability. It becomes important only after the lower level needs have been met. The work itself becomes the motivator after all lower level needs are satisfied.

QUESTION 2

Capacity overbuilding is most likely to occur when management is focused on which of the following?

- A. Marketing.
- B. Finance.
- C. Production.
- D. Diversification.

Correct Answer: C

QUESTION 3

Which of the following are common techniques for effective time management?

- I. Finding out how much time is worth
- II. Developing an action plan
- III.

Learning to say "No"

A.



I only.

B.

I and II only.

C.

II and III only.

D.

I, II, and III.

Correct Answer:

For effective time management, there are several techniques that a manager can use. By finding out how much his/her time is worth, a manager can assess whether there is a net benefit or a net loss to the organization when the manager performs a particular duty.

Developing an action plan can help manage time because it allows an individual to focus on a single goal.

By learning to say "No," managers can avoid performing tasks that are not part of the daily plan, which can be crippling to proper time management.

QUESTION 4

Listening effectiveness is best increased by:

- A. Resisting both internal and external distractions.
- B. Waiting to review key concepts until the speaker has finished talking.
- C. Tuning out messages that do not seem to fit the meeting purpose.
- D. Factoring in biases in order to evaluate the information being given.

Correct Answer: A

QUESTION 5

Which of the following statements is true concerning the basic accounting treatment of a partnership?

- A. The initial investment of each partner should be recorded at book value.
- B. The ownership ratio identifies the basis for dividing net income and net loss.
- C. A partner's capital only changes due to net income or net loss.
- D. The basis for sharing net incomes or net losses must be fixed.



Correct Answer: B

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