STELLA MARIS COLLEGE (AUTONOMOUS), CHENNAI – 600 086
(For Candidates admitted during the academic year 2008-09)

SUBJECT CODE: CS/ME/PM54

B.C.A. DEGREE EXAMINATION – NOVEMBER 2010
FIFTH SEMESTER

REG. NO. : _____

COURSE   : MAJOR ELECTIVE
PAPER   : PRINCIPLES OF MANAGEMENT
TIME   : 20 MINUTES   MAX. MARKS: 20

SECTION – A   **20 X 1 = 20**
ANSWER ON THE QUESTION PAPER ITSELF

Answer All the Questions:
Choose the correct answer:

1. The process of dispersing decision making closer to the point of session or action is called ------------------
   a. Centralisation   b. Decentralisation   c. Neither a nor b   d. Both a and b

2. When a Manager "rules with a iron hand" he is known as a -----------------------
   a. Fair man   b. star   c. Autocrat   d. Democrat

3. Organised collection of facts is called ------------------------
   a. Knowledge   b. information   c. data   d. learning

4. Adhoc decisions are otherwise known as ------------------------- decisions.
   a. Structured   b. random   c.unstructured   d. none

5. Pert & CPM are used for project ----------------------
   a. Organising   b. planning & Management   c. implementation   d. review

6. The annual employee appraisal that managers use to determine employee's promotion is called ---------------------
   a. Report card   b. employee forecast
   c. organisation forecast   d. performance review

7. The best way to motivate employees is -----------------------------------
   a. Criticise in public and praise in private
   b. Criticise in private and praise in public
   c. Criticise in private and praise in private
   d. Criticise in public and praise in public

8. What is the most critical skill a leader should possess when working with others
   a. Vision   b. Management
   c. Communication / Listening   d. Problem Solving

9. The Laws that regulate the access and care of personal data are called -------------------
   a. Cyber laws   b. private laws   c. Government laws   d. Privacy laws

10. A ----------------- is someone who uses a computer and a network or Internet connection to intrude into another Computer or system to perform an illegal act.
    a. Hacker   b. Programmer   c. Terrorist   d. Spammer

II Fill up the blanks:

11. As a Manager you should always give the credit and take the ----------------------

12. --------------------------- are knowledge based system that provides advice to users just like a specialist in that field.

13. -------------------- is a process used to collect information about duties and responsibilities.

14. -------------------- refers to assignment of authority and responsibility to another person to carry out action.

15. ----------------------------- refers to sending unsolicited bulk e-mail for commercial purposes.

III Write True or False:

16. Rules and policies should be flexible in a company.

17. Self-contained systems are open systems.

18. Staffing involves attracting candidates to fill the position in the organisation structure.

19. Leading is a process of influencing people so that they contribute to group goals.

20. Spyware refers to software that   helps us to log into the network.

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B.C.A. DEGREE EXAMINATION – NOVEMBER 2010
FIFTH SEMESTER

COURSE   : MAJOR ELECTIVE
PAPER   : PRINCIPLES OF MANAGEMENT
TIME   : 2 HOURS & 40 MINUTES   MAX. MARKS: 80

Section – B   **(8 X 5 = 40)**
Answer Any Eight questions:

1. Discuss the various responsibilities of Management.

2. Explain the different functions performed by a Manager.

3. Define Information and explain the attributes of information quality.

4. Compare the Management Information System with Decision Support System.

5. List the various functions of Human Resource Management.

6. Write note on What-if Analysis tools available in MS-Excel.

7. Discuss the various Motivational Techniques.

8. Who is an Entrepreneur? List any five qualities of an entrepreneur and explain.

9. Write note on Business Ethics.

10. Discuss the various privacy Issues in Information Technology.

Section – C   **(4 X 10 = 40)**
Answer Any Four questions:

11. Define an organisation. What are the different types of organisation? List the advantages and disadvantages of each type.

12. Discuss the various classifications of Information systems in an organisation.

13. Explain the various charts available in MS-Excel for project planning and Management.

14. Discuss the role of electronic media in communication.

15. Define Leadership. What are its ingredients? Explain.

16. Discuss the ethical challenges in Information Technology.

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