

SECTION - A [2 MARKS EACH]

- 1 The various functions of management are
a. Planning b. Organizing c. both a and b d. None
2. Middle levels of management is
a. Strategic Planning b. Operational Control
c. Management Control d. Management Planning
3. The four control system of management are planning, organizing, controlling and _____?
a. Analyzing b. Directing c. Performance d. Designing
4. _____ is the process of ensuring that operational activities are carried out to achieve optimum use of resources.
a. Management Control b. Strategic Planning c. Operational Control d. All
5. _____ of predicting the possibility of achieving the goals and standards before it is too late and allowing the manager to take corrective actions.
a. Performance standard b. Strategic controls
c. Feedback d. Early warning mechanism.
6. MIS collects information in a systematic and a routine manner, which is in accordance with a well defined _____.
a. Commands b. Functions c. set of rules d. All
7. _____ in which a problem is solved by predefined procedure and algorithm.
a. Non Programmed Decisions b. Programmed Decisions
c. semi Programmed Decisions d. None
8. _____ is the simplest form of organizational structures and is also known as scalar organization.
a. Committee organization b. Line organization
c. Functional organization. d. Line and staff Organization
9. _____ is a process of deciding in advance the courses of action to be followed, When and also, how to undertake these actions.
a. Organizing b. Controlling c. Directing d. Planning
10. _____ is the process of activating the plans, structures and group efforts in the desired direction.
a. Organizing b. Controlling c. Directing d. Planning
11. _____ is required by managers of various departments to measure performance , decide on control actions.
a. Management Control b. DSS c. EIS d. None
12. Data->Process->Information->Decision->Action
a. True b. False
13. IRM is _____
a. Indian Resource management b. Information Resource Measurement
c. Information Resource management d. None
14. Information+Communication = _____
a. Understanding b. Effectiveness c. Intelligence d. Insight
16. Types of decisions
a. 2 b. 4 c. 5 d. 3
- 17 _____ is the process of determining the input values required to achieve a certain goal.
a. 'What-if' b. Model building c. Risk Analysis d. Goal seeking.

18. SDLC stands for
 a. System Development Level Code b. System Design Life Cycle
 c. System Development Life Cycle d. Short Development Life Cycle.
19. _____ is the process of defining the current problem ,determining why a new system is needed.
 a. System Analysis b. System design and programming c. System definition d. None
20. RAD is _____.
 a. Random Application Development b. Rapid Application Development
 c. Report Application Development d. Robust Application Development
21. _____ a transaction is recorded by Dr and Cr the two affected accounts.
 a. Journal b. Balance Sheet c. Voucher d. General Ledger
22. _____ book is another type of ledger in which only cash transactions recorded and maintained.
 a. Purchase b. Cash c. Sales d. Bank book
23. _____ is a financial statement prepared yearly to find out the gross profit or gross loss of the firm.
 a. Trial Balance b. Trading Account c. Profit & Loss Account d. Balance Sheet
24. _____ is generated to find out the net profit or net loss of the firm.
 a. Trial Balance b. Trading Account c. Profit & Loss Account d. Balance Sheet
25. R&D is _____
 a. Record & Distribute b. Research & Division
 c. Research & Development d. None

SECTION – B [4 MARKS EACH]

1. _____ is a computer program that attempts to represent the knowledge of human experts the knowledge of human experts in the form of heuristics.
 a. Robotics b. Neural Networks c. AI d. Expert System.
2. _____ are highly simplified models of the human nervous system.
 a. Perceptive Systems b. Computer vision c. Learning d. Neural Networks
3. The most important difference between DSS and _____ is the ability of the _____ to explain its line of reasoning in reaching a particular solution.
 a. AI b. ES c. Operation Research d. None
4. Expert system consist of major parts
 a. User interface b. Knowledge base c. inference engine d. All
5. The _____ engine is used to create the expert system and this process involves building the rule set.
 a. Inference b. Development c. both a and b d. None
6. A _____ is a program that models the patterns recognition capabilities of the human brain.
 a. Expert System b. AI c. Neural Network d. All
7. _____ is the integration of computers.
 a. AI b. ES c. Robotics d. both and b
8. The combination of information technologies that have a dramatic impact on day-to-day office operations are called _____.
 a. MIS b. EIS c. Office Automation system d. None
9. _____ refers to computer systems that enable designers to work with a display screen interface and specifications databases to design various products.
 a. CAM b. CAD c. both a and b d. None
10. _____ consists of software package designed to support the collaborative efforts of a group of co workers.
 a. Facsimile b. Groupware c. EDI d. Email.
11. _____ can be a computer of any size-a mainframe unit, a mini, a workstation or even a micro-that provides a control function for the network.
 a. Client b. Server c. Both a and b d. None
12. _____ defines re-engineering as the fundamental rethinking and radical redesign of business process

to achieve dramatic improvements in the critical contemporary measures of performance such as cost , quality, service and speed.

- a. Danis b. C.J. Date c. Michael Hammer d. None

13. Basic elements of business process are:

- 1) Motivation to perform
- 2) Data gathering, processing and storing
- 3) Information processing
- 4) Checking, validating and control
- 5) _____
- 6) Communication

- a. Decision Tree b. Decision Statement c. Decision making d. Integration

14. In re-engineering exercise all the six entities, viz., people, paper, activity, _____, decision and product.

- a. Data b. Object c. information d. None

15. The process of BPR exercise are

Identify process by

- 1) Impact on customer
- 2) High decision incidence
- 3) High Information exchange
- 4) High incidence of checks, control and validations
- 5) _____

- a. Feasibility b. Quality Service c. Delivery d. High knowledge base

16. The MIS in a re-engineering organization would be _____, evaluating customer satisfaction, expectations and perceptions.

- a. Process oriented b. Process Based c. Process centered d. None

17. _____ the determines of records, attributes, entities, entity design and source.

- a. File Design b. Input Design c. Decision routines d. Processing routines.

18. _____ a large system has to be broken into a subsystem for data handling linkages and control.

- a. Storage and backups b. Processing controls c. System breakups d. None

19. The programmer tests the individual programs and a program disk is made for testing the cycle:

- a. Decision-Information-Process b. Data-Information
c. Data-Process-Output d. None

20. MSD stands for

- a. Most significant digit b. Management Service Department
c. Main Service Department d. None