

**PUBLIC ADMINISTRATION**

*FULL SEMESTER (May, 2015)*

(Year One/ English Section)

(Duration: 3 hours)

الرجاء قراءة التعليمات بدقة قبل البدء في الاجابة

1- ضع الاختيار الصحيح في الجزء المخصص في ورقة الاجابة (التظليل لكامل المربع و باللون الازرق فقط) لا تنس كتابة رقم النموذج اعلى صفحة الاختيارات ( أي اجابات خارج ورقة النماذج لن يعتد بها)

2- لايد من تسليم ورقة الاسئلة مع ورقة الاجابة.

**MODEL (D)**

- 1- ..... is the power to use force and to put people behind bars for implementing law.  
A- Power to regulate B-Power to coerce C-Pervasiveness D-Liberty E- None of the previous
- 2- **At Public sector, coordination is achieved through mutual adjustments.**  
A-True B-False
- 3- **The traffic laws and its acceptability by all are examples of .....**  
A- Power to regulate B- Pervasiveness C- Power to coerce D-Liberty E- None of the previous
- 4- **Private administration is characterized by red-tape from which public administration is relatively free**  
A-True B-False
- 5- ..... means that citizens should have the maximum opportunity to select own purpose in life  
A- Democracy B- Equality C-Individualism D-Liberty E- None of the previous
- 6- **Public agencies do face competition of other firms as the private sector organisations would not do.**  
A-True B-False
- 7- .....means that the dignity and integrity of individual is of supreme importance  
A- Democracy B- Equality C-Individualism D-Liberty E- None of the previous
- 8- ..... believed that there should be a separation of politics from administration  
A- Max Weber B- W. F. Willoughby C-Woodrow Wilson D-Leonard D. White E- Fredrick Taylor
- 9- ..... commented that government should function in the context of democratic values  
A- Max Weber B- W. F. Willoughby C-Woodrow Wilson D-Leonard D. White E- Fredrick Taylor
- 10- .....emphasized the idea of 'value free' science of management  
A- Max Weber B- W. F. Willoughby C-Woodrow Wilson D-Leonard D. White E- Fredrick Taylor
- 11- ..... believed in design incentive systems based on output  
A- Fredrick Taylor B-Henry L Gantt C- Lillian Gilbreth D-A&B E-A&C
- 12- .....He was impressed by the private sector business, industry and technology  
A- Max Weber B- W. F. Willoughby C-Woodrow Wilson D-Leonard D. White E- Fredrick Taylor
- 13- ..... believed in providing an economic incentives to the worker  
A- Max Weber B- W. F. Willoughby C-Woodrow Wilson D-Leonard D. White E- Fredrick Taylor
- 14- .....argued that, in all problems of management the human element is the most important.  
A- Fredrick Taylor B-Henry L Gantt C- Maslow D-Elton Mayo E-Lillian Gilbreth

- 15- ..... is the authority that one inherits  
 A- Informal Authority      B-Rational-legal Authority      C-Charismatic Authority      D-Formal Authority      E- Traditional Authority
- 16- All of the following are the general characteristics of bureaucracy except.....  
 A- Liberty      B- Impersonality      C-Hierarchy of authority      D-Specialized division of labor      E-Written rules and documents
- 17- ..... is the authority that one possesses because of one's personal traits and abilities  
 A-Traditional Authority      B-Rational-legal Authority      C- Informal Authority      D-Formal Authority      E- Charismatic Authority
- 18- ..... use time and motion studies to increase productivity  
 A- Fredrick Taylor      B- Lillian Gilbreth      C- Maslow      D-Elton Mayo      E- Henry L Gantt
- 19- ..... believed in the 'one best way' of doing things  
 A- Fredrick Taylor      B-Henry L Gantt      C- Maslow      D-Elton Mayo      E-Lillian Gilbreth
- 20- According to the bureaucracy theory, hierarchy should be based on the personal needs, not on tasks needs  
 A- False      B- True
- 21- According to the bureaucracy theory, one can posses a mix of different authorities.  
 A- False      B- True
- 22- According to the bureaucracy theory, people's attitudes and beliefs play part in how the bureaucracy operates.  
 A-True      B-False
- 23- The advantages of a bureaucratic structure include all the following exept.....  
 A- Providing rules for designing the hierarchy      B- Increased integration      C- Decreased costs of performance evaluation      D- Reduced costs of monitoring subordinates      A- Increased flexibility
- 24- Norms are written instructions that specify a series of actions intended to achieve a given end.  
 A- False      B- True
- 25- bureaucratic structure = tall and centralized hierarchy  
 A- False      B- True
- 26- According to Fayol's principles of management, methods of payment should be fair and give maximum satisfaction to employee and employer. This is the principle of.....  
 A- Remuneration      B- Discipline      C-Initiative      D-Scalar chain      E-Esprit de corps
- 27- According to Fayol's principles of management, keenness to work is the principle of.....  
 A-Discipline      B-Remuneration      C-Initiative      D-Scalar chain      E-Esprit de corps
- 28- According to Fayol's principles of management, a place for everything and everything in its place is the principle of.....  
 A-Stability of tenure      B-Remuneration      C-Centralization      D- Discipline      E- None of the previous
- 29- According to the classical school, the task of administration is.....  
 A-Not technical but political.      B-Not political but technical.      C- Neither political nor technical.      D- Political and technical.      E- None of the previous
- 30- According to Chester Barnard, the three zones of employees are, ....., and .....  
 A-ZI,ZA,ZY      B-ZA,ZR,ZD      C- ZT,ZY,ZD      D- ZA,ZI,ZR      E-ZG,ZS,ZE
- 31- According to Chester Barnard, if employees managed correctly the zone of .....will turn into the zone of .....  
 A- indifference, rejection      B- Acceptance, indifference      C- Acceptance, rejection      D- indifference, Acceptance      E- None of the previous
- 32- Conflict has always a negative effect on the organization.  
 A-True      B-False
- 33- All the following are the traditional functions of government, except.....  
 A-Defence      B-Maintenance of currency      C-subsidization      D-Maintain law and order      E-Tax collection
- 34- ..... It is the authority given by the organization to the formal management position a manager holds  
 A-Leadership      B-Legitimate Power      C-Punish Power      D-Expert Power      E- None of the previous
- 35- Political behaviour arises in certain decision domain such as structural change and handling employee complaints.  
 A-True      B-False

- 36- Through ..... government participates and contributes to the financial flows of the economy.  
 A-public household    B- Public Expenditure    C- public finance    D-Public revenue    E- None of the previous
- 37- Public revenue, Public Expenditure are the main components of .....  
 A- public finance    B- public household    C-currency supply    D-Internal Control    E- None of the previous
- 38- Taxation, Non-tax revenues are the main components of .....  
 A- Public revenue    B- public finance    C-currency supply    D- public household    E- None of the previous
- 39- ..... is about controlling resources (material, human, financial, information.). It is also about distribution of resources  
 A- Politics    B- Reward    C-Power    D-Expert Power    E- Legitimate Power
- 40- Most managers have a negative view toward politics and believe that politics will more often hurt than help an organization in achieving its goals.  
 A-True    B-False
- 41- All of the following are the main functions of finance division except.....  
 A- Maintain currency    B- Public debt management    C- The annual budget statement    D-Putting the Constitutional draft    E- Finances of federal government
- 42- The government can add to its outstanding debt with every budget.  
 A-True    B-False
- 43- Government can borrow both internally and externally  
 A-True    B-False
- 44- Private budget deficit can be only for limited time period as it can accumulate outstanding debt liabilities up to a certain amount  
 A-True    B-False
- 45- There is no technical restriction to the supply of money, that is how much currency supply should be added  
 A-True    B-False
- 46- linking the executives with superior subordinate -relationship with clear authority and responsibility is an .....of internal control  
 A-Administrative process    B- Hierarchical order    C- Annual confidential Reports    D-Administrative leadership    E- None of the previous
- 47- .....is 'the sum total of constitutional, administrative and judicial rules by which the public officials may be held accountable for their official actions.  
 A-Politics    B-Government Administration    C-Public Administration    D-Democracy    E- None of the previous
- 48- According to Maslow's Hierarchy of Needs Theory, the affection, a sense of belonging, acceptance, and friendship are categorized under the.....  
 A-Physiological needs    B-Safety needs    C-Social needs    D-Esteem need    E-Self-actualization needs
- 49- According to Maslow's Hierarchy of Needs Theory, having challenging job, advancement, and achievement on work are categorized under the.....needs  
 A-Physiological needs    B-Safety needs    C-Social needs    D-Esteem need    E-Self-actualization needs
- 50- .....idea meant that those executing public programmes should be unbiased and provide services without discrimination.  
 A- value maximization    B- value extended    C-value free    D-equity value    E- discrimination value
- 51- Budgetary system is one of the.....  
 A- Internal Control    B- External control.    C- Executive Control.    D-value control.    E-None of the previous.
- 52- Administrative leadership is one of the.....  
 A- Internal Control.    B- External control.    C- Executive Control.    D-value control.    E-None of the previous.
- 53- Policy-making is one of the.....  
 A- Internal Control.    B- External control.    C- Executive Control.    D-value control.    E-None of the previous.
- 54- Ethics specify sanctions when laws are broken.  
 A-True    B-False
- 55- When Individuals believe that any help to the organization is acceptable even it harm others. They have.....  
 A- Outside pressure.    B- Self-interest    C-Lapses in personal ethics    D-Individual ethics.    E-None of the previous.

- 56- ..... are the moral standards used by individuals to structure their interactions with others.  
 A- Internal Control. B- Professional ethics. C- Individual ethics. D- Societal ethics. E-None of the previous.
- 57- Change creates threats without opportunities.  
 A-True B-False
- 58- Formalization is one of the .....change area  
 A- technology B- behaviour C- Structure D- People E-None of the previous.
- 59- perceptions is one of the .....changing area  
 A- technology B- behaviour C- Structure D- People E-None of the previous.
- 60- State of inertia happened when the force and the resistance for change are.....  
 A- differ B- equal
- 61- .....argued that, Individuals compare their job inputs and outcomes with those of others and then respond to eliminate any inequities.  
 A- John Adams B-Herzberg C- Maslow D-Vroom E-Edwin Locke
- 62- .....classified the job factors into two main categories. He called the first "hygiene"and the second 'motivators'.  
 A- John Adams B-Herzberg C- Maslow D-Vroom E-Edwin Locke
- 63- The president is the head of the executive system.  
 A-True B-False
- 64- For designing an ethical structure and control system we can use .....to encourage employees to inform about an organization's unethical actions  
 A-Whistle-blowing B-Rewarding system C-Downsizing D-Motivation E-Job satisfaction
- 65- According to the Equity theory, the different choices for dealing with inequity, all of the following except.....  
 A-Change inputs B-Change outcomes C-change perceptions of self D- Change feedback E- Leave the field
- 66- .....are the moral rules and values that a group of people uses to control the way they perform a task or use resources  
 A-Societal ethics B-Professional ethics C-Individual ethics
- 67- .....as a main source of organizational ethics could be found in the unwritten norms and values that people use to interact with each other  
 A-Societal ethics B-Professional ethics C-Individual ethics
- 68- ..... can enhance the unethical behavior and can be developed as part of the upbringing and education  
 A-Money concerns B-Self-interest C-Outside pressure D-Lapses in personal ethics E-Family needs

*With my best wishes*

*Dr.Sameh Matar*



Kafrelsheikh University  
Faculty Of Commerce  
2<sup>nd</sup> Semester exam 2014/3015

Course: economics  
Grade: 80 Marks  
Time: 3 Hours  
Date:14-6-2015

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First Page

Answer the questions

- 1- First Question : Define the following Economic Terms?
- A - Scarcity
  - B - Substitutes and Complement goods
  - C - The Law of Demand
  - D - Indifference Curves
  - E- Consumer Surplus
- 2- Second Question: State whether the following statements are true or false with justification? (Using graphs in your answer)
- a. Economic problem reflects limited needs and unlimited resources.
  - b. Normative statements are true statements
  - c. Technology is permanently affected of demand.
  - d. Unemployment and consumption are macroeconomic aspects while inflation and prices are microeconomic aspects.
  - e. If demand decreases and supply decreases, then in the short-run , both equilibrium price and quantity increase.
  - f. "Banks should lower the interest rate," is an example of positive statement.



Kafrelsheikh University  
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2<sup>nd</sup> Semester exam 2014/3015  
Lecturer Name: Dr .Mahmoud A.Hafez

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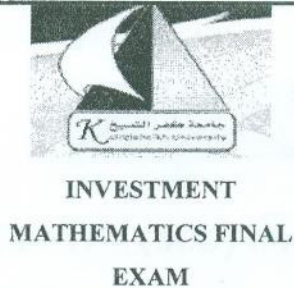
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### Second Page

- 3- Third Question : (Using graphs in your answer)
- A- Draw a production possibilities frontier for a society that produces food and clothing. Show an efficient point, an inefficient point, an infeasible point, And Show the effects of Technology.?
- B- Explain the Price Elasticity of Demand in Three Categories.?
- C- Calculate price elasticity of demand when the price of good ( Z ) falls from \$ 3000 to \$ 2500, the quantity demanded rises from 4 million to 5 million units per year.?
- D- If population increases and the number of firms decrease, what would expect to see happening to equilibrium price and quantity?
- E- Explain why indifference curves cannot intersect?
- F- Explain THE CIRCULAR-FLOW DIAGRAM ?
- G- Explain the consumer equilibrium Using indifference curves ?
- H- What is the difference between total utility and marginal utility ?

The End

Kafrelsheikh University  
Faculty of Commerce  
English Section Program  
Second Semester 2014/2015



Date: 3/6/2015  
Duration: 3 hours  
1<sup>st</sup> year  
Number of Question: 2  
Total marks: 85 marks

**ANSWER THE FOLLOWING QUESTIONS**

**QUESTION ONE (40 Marks)**

- A. Use the exact time to find the ordinary and the exact interest on \$ 3000 at 12% from January 5, 2014 to September 12, 2014.
- B. A person can buy a piece of property for \$ 5000 cash or \$5400 in a year. The prospective buyer has the cash and can invest it at 7% which method of payment is better and how much now?
- C. A Non-Interest bearing debt of \$875.50 is due in six months. If the debt is settled after two months and the simple interest rate of 6% is allowed, what are the present value, and the simple discount?
- D. A note for \$6000 with an interest rate of 8%, dated March 18,1999, has the following partial payments: May 17, \$2000; July 1, \$2000; and September 14, \$1000. Find the balance due on December 13, 1999, by using the Merchants' Rule.
- E. A woman owes (a) \$1000 due in four months, and (b) \$3000 plus interest at 5% due in six months. His creditor has agreed to settle the debts by single payment ten months hence. Find the size the single payment if the interest rate of interest is 8% and the focal date is four months hence.
- F. Charles L. Benson had a note of \$500 with an interest rate of 12%. The note was dated November 15, 1998 and the maturity date was 90 days after date. On November 30, 1998, he took note to his bank, which discounted it at a discount rate of 14%.how much did he receive from the bank?

**QUESTION TWO (45 Marks)**

A. Prove That:

$$a\overline{n}| = \frac{1 - (1+i)^{-n}}{i}, \quad S\overline{n}|i(\text{due}) = (1+i) \frac{(1+i)^n - 1}{i}$$

B. How long will it take any some of money to double itself at 5.5% effective rate?

C. Find the amount and the interest if \$2500 is invested at 10% compounded quarterly for seven years and five months.

D. A non-interest-bearing note of \$1000 is due in five years from now. If the note is now discounted at 4% compounded quarterly, find the proceeds value and the compound discount

E. Manar borrowed some money from Rawda as follows: (a) \$10000 due in 1 year, (b) \$30000 due in 2 years, and (c) \$40000 due in 3 years. If money is worth 12% computed semiannually, when can Manar discharge all of her debts by a single payment of \$80000?

F. At the end of each month during a three year period, a hospital business manager invested one-sixth of his monthly bonus of \$900. How much will the amount be four years after the last investment is made if the interest rate is 24% compounded monthly?

G. A debt of \$8000 loan is to be amortized with 10 equal quarterly payments. If the first payment on principal (k1) is \$651.03 and the second payment on principal (K2) is \$680.32635. Find the quarterly payment and construct an amortization schedule and the outstanding principal just after the 5th payment.

*With my best wishes  
Dr. Tarek Abd Elhamid*



Answer all of the following questions:-

Note: Write your answers for Questions (1&2) in a tabular form in your answer sheet

The First Question:-

Month	Jan	Feb	March	April	May	June
Expected demand	6000	4500	8000	6800	4900	5000
Work days	24	21	22	23	25	25

Given the Following Information:-

\* Beginning inventory = 4200 units , Safety Stock 10% with the maximum of 600 units , Production time per unit = 3 hours , Two Shifts a day with 5 hours per shift , carrying cost per unit = 2 \$ , Regular cost per hour = 3 \$ , Stock out cost per unit = 5 \$ , The hiring cost per worker = 200 \$ , The firing cost per worker = 300 \$ , the available number of workers is 40 workers.

\* With maintaining the level of workforce with varying inventory based on the average daily required production, answer the following questions:

1- The safety stock for March is:

- A) 450  
B) 600  
C) 490  
D) 500  
E) None of the above

2- The beginning inventory for March is:

- A) 450  
B) 4200  
C) 600  
D) 490  
E) None of the above

3- The required production for May is :

- A) 5010  
B) 6800  
C) 4790  
D) 8150  
E) None of the above

4- The actual production for March is:

- A) 5440
- B) 4987
- C) 4760
- D) 5214
- E) None of the above

5- The number of surplus (shortage) units in February is :

- A) 3040
- B) 287
- C) 235
- D) 3450
- E) None of the above

6- The total number of surplus units is:

- A) 7012
- B) 1721
- C) 6777
- D) 6725
- E) None of the above

7- The number of units shortage (surplus) in April is:

- A) 422
- B) 3040
- C) 1299
- D) 235
- E) None of the above

8- The average daily production is:

- A) 675 units
- B) 225 units
- C) 1260 units
- D) 227 units
- E) None of the above

9- The number of workers according to the average daily production is:

- A) 23
- B) 750
- C) 68
- D) 40
- E) None of the above

10- The regular time cost is:

- A) 283500
- B) 95205
- C) 234612
- D) 285615
- E) None of the above

11- The total labor cost is:

- A) 13600
- B) 5600
- C) 8000
- D) 150000
- E) None of the above

12- The total cost for this strategy is:

- A) 313844
- B) 308244
- C) 291215
- D) 311729
- E) None of the above

Insert the answers at the following table:

Question No.	1	2	3	4	5	6	7	8	9	10	11	12
Right Choice												

**The Second Question :-**

XYZ Company produces five products, and the total fixed cost equal \$42,000.

Item	A	B	C	D	E
Price per unit	2.95	0.80	1.55	0.75	2.85
Variable cost per unit	1.25	0.30	0.47	0.25	1.00
Revenue percentage	0.446	0.121	0.167	0.081	0.185

Based on the previous information answer the following questions:

13-The contribution percentage for product (A) will equal to:

- A) 0.58  
 B) 0.70  
 C) 0.62  
 D) 0.67  
 E) None of the above

14- The weighted contribution for product (B) will equal to :

- A) 0.259  
 B) 0.117  
 C) 0.075  
 D) 0.120  
 E) None of the above

15- The total weighted contribution for all products will equal to :

- A) 0.192  
 B) 100%  
 C) 170%  
 D) 0.625  
 E) None of the above

16- The break-even point (in value) for all products will equal to :

- A) \$100,000  
 B) \$12902.4  
 C) \$67,200  
 D) \$23255  
 E) None of the above

17- The break- even point (in quantity) for product (E) will equal to :

- A) 4527.2 units  
 B) 9430.8 units  
 C) 10075 units  
 D) 7705.6 units  
 E) None of the above

Insert the answers at the following table:

Question No.	13	14	15	16	17
Correct Choice					

**The Third Question:-**

Giving the following information:

Task	A	B	C	D	E	F	G
Time (min)	0.1	0.2	0.1	0.3	0.6	0.6	0.4
Preceding tasks	-	A	B	-	D	C-E	C-F

Management has designed the output rate 480 units per day, and 8 hours work day.

**Assign the tasks in the work stations and compute the efficiency rate**

**The Forth Question :-**

The processing time required to complete six jobs on two machines are shown in the following table:-

Job	A	B	C	D	E	F
Work center (1)	20	16	43	60	35	42
Work center (2)	27	30	51	12	28	24

**Sequence the jobs and compute the efficiency rate**

***Good Luck,***