

امتحان منتصف الفصل الأول للتعليم الثانوي

للعام الدراسي 2017/2018م

(المسار : توحيد المسارات)

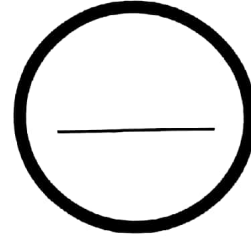
((النموذج الثاني))

المقرر: ادر 111 إدارة مكتبية

الزمن : ساعة واحدة

الدرجة المعطاة بالأرقام والحروف:

السؤال	الدرجة بالأرقام	الدرجة بالحروف	إمضاء المصححين
الأول			
الثاني			
الثالث			
الرابع			
الخامس			
السادس			
السابع			
الثامن			
التاسع			
العاشر			
المجموع			



جمعه : -----

راجع الجمع : -----

توقيع المراجع : -----



بطاقة بيانات

مملكة البحرين

وزارة التربية والتعليم

إدارة الامتحانات / قسم الامتحانات المركزية

الرقم السري

امتحان منتصف الفصل الأول للتعليم الثانوي للعام الدراسي 2017/2018م

اسم الطالب : _____ رقمه الأكاديمي : _____

المقرر : ادر 111 إدارة مكتبية (النموذج الثاني) رقم الجلوس : _____

اسم المدرسة : _____ التاريخ : / / توقيع الملاحظ : _____

QUESTION ONE:

Choose the correct answer from the followings, only one answer is correct.

1) The main responsibility of the receptionist is:

- Maintaining Appointments
- Filing Document
- Word Processing
- Welcome the Visitor

2) Aware of external factors is the duty of:

- Top Management
- Middle Management
- Employee
- Supervisor

3) An office plan which characterized by NO PRIVACY is:

- Open
- Closed
- Cubicle
- None of the above

4) All files of all departments are kept together is called:

- Absent Card
- Departmental Filing
- Central Filing
- Dead File

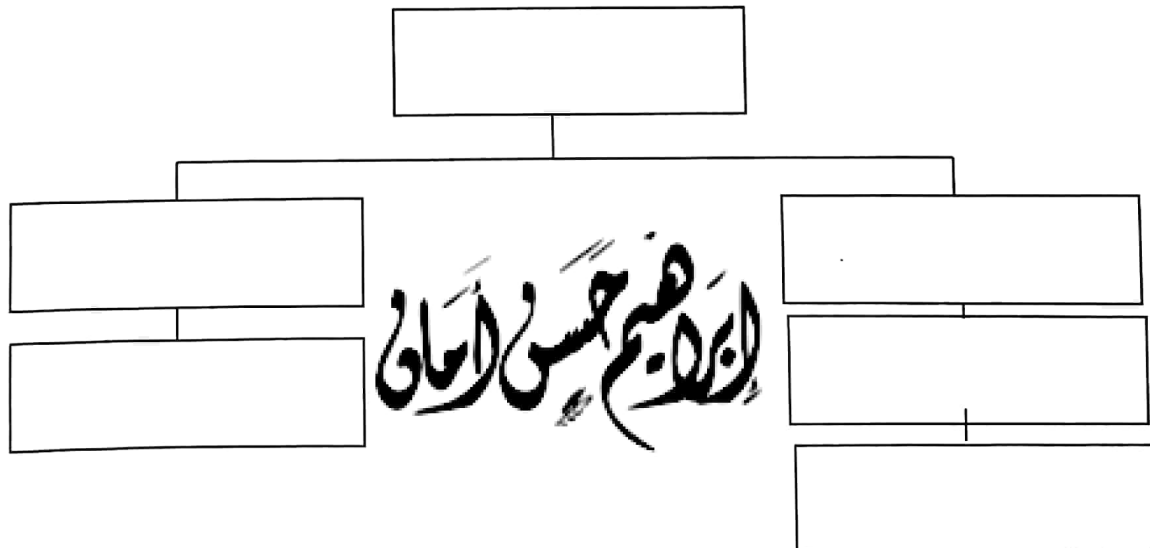
5) The department which select and hire employee is:

- Personnel or HR Department
- Sales Department
- Account Department
- Purchase Department

QUESTION TWO:

A. Complete the following organization chart using the jobs provided:

General Manager	Purchase Manager	Administration Manager
Purchase Supervisor	Administration Supervisor	Receptionist



B. Answer the following questions (1 points only):

1. An EMPLOYEE obligation towards the employer:

• -----

2. An Advantage of CLOSED OFFICE:

• -----

3. QUALITY of a good receptionist:

• -----

QUESTION THREE:

Order the following Files numbers according to (Numerical Classification):

4

File Name	File number
Ahmed Sharif Furniture	7268
Ithmar Bank	7155
Dr. Jaber Mohammed	6543
Ministry of Health	8910



Numerical (file number)	File name

الإسلام عيسى الأمان

QUESTION FOUR:

Complete the REGISTER OF CALLERS, for AlAhmedi constructions LTD from the information given below using TODAY'S DATE:

5

- 1) Ahmed Ali from Alba visited the company at 9:30 and has seen Jassim in Account Department; he left at 10:00.
- 2) Abdulrahman from Al Moayed co. visited the company at 11:00 and has seen the HR Manager; he left at 11:20.
- 3) At 12:00 Sara Ahmed come from Viva Company, she want to meet the Sales Manager; and she left at 12:10.

Note: The receptionist who met all the visitors above was Ms. Noor Jabber

Register of Caller

Date	Caller Name	Company	Time of Arrival	Seen By	Signature	Time Of Departure	Remarks

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

"End of Exam Question"
Good Luck