

مملكة البحرين
وزارة التربية والتعليم
إدارة الامتحانات - قسم الامتحانات

امتحان منتصف الفصل الدراسي الأول للتعليم الثانوي للعام الدراسي 2016/2017م

المسار: توحيد المسارات

اسم المقرر: Introduction to Office Management

الزمن: ساعة واحدة

النموذج الثاني

رمز المقرر: ادر 111

اسم الطالب	
الرقم الأكاديمي	
التوقيع	

رقم السؤال	الدرجة النهائية	درجة الطالب	الدرجة بالأحرف
الأول	2.5		توقيع المصحح
الثاني	7		
الثالث	6.5		
الرابع	4		
المجموع	20		

توقيع مراجع الجمع	
الملاحظات إن وجدت	

توقيع المعلم الأول	
الملاحظات إن وجدت	

توقيع مدقق الدرجات	
الملاحظات إن وجدت	

QUESTION ONE:

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

2.5

- 1) Carry out tasks directed by the lower manager is the duty of:
 - Top management
 - Middle management
 - Employee

- 2) The ability to carry out many different duties is called:
 - Reliable
 - Multi-tasking
 - Having good communication skills

- 3) Non-discriminatory attitude means:
 - Coming on time, leaving on time
 - Treat everyone the same way
 - Work with others and respect their opinion

- 4) The arranging of documents in common groups according to some methods of classification is called:
 - Filtering
 - Releasing
 - Filing

- 5) Manager from another company is an example of:
 - Visitor with appointment
 - Regular visitor
 - Visitor without appointment

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QUESTION TWO:

A. Compare between open offices and closed offices in the terms mentioned in the following table:

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Criteria	Open offices	Close offices
Movement		
Noise		
Supervision		
Security		

B. Complete the following table (2 points for each questions):

Quality of a good receptionist	•
	•
Receptionist specialist equipment	•
	•
Reasons for filing documents	•
	•

QUESTION THREE:

Use the following information to fill the Register of Callers for the visitors using Today's Date:

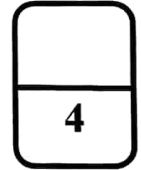
6.5

- 1) Ali Nasser, the General Manager from Al-Noor Construction Company met the Administration manager at 10:45am and left after half an hour.
- 2) Maha Ahmed, the Chief Executive Officer of Atwar Company, arrived to see the Sales Manager at 8:30am and she left after 45 minutes.
- 3) At 9:00am; Ahmed Fawzi, the Auditor of Habib Company came to meet the Accounting Manager, he left at 9:35am.
- 4) Jassim Bader, Project Engineer of Altakafl Company arrived at 10:35am to meet the General Manager; his departure was after 20 minutes.

Register of Callers							
Date	Visitor name	Company	Time of Arrival	Seen by	Signature	Time of Departure	Remarks

QUESTION FOUR:

Order the following account names Alphabetically (using Arabic classification) and Numerically:



Account Name	Account Number
21 Century Beauty Saloon	7203
Zaidon Company	8107
Dr. Ali Nooh	72100
Ministry of Finance	7028

↑

Alphabetical Order	

↑

Numerical Order	

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"End of Exam Question"
Good Luck