

Answers For Unit 107 Business Admin

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Introduction to Business Administration Lesson 1 1. Administration Administration can be defined as the process of organizing resources efficiently to accomplish a goal. 1.1 Concept of Administration Provides the foundation for management in many different industries. A business manager may have a wide variety of responsibilities depending on the

BUSINESS ADMINISTRATION CORE SAMPLE EXAM QUESTIONS 1 1. When filing a tort against a business, the plaintiff must establish that the defendant . A. damaged property intentionally. C. conspired with a competitor. B. breached the duty of care. D. violated the doctrine of sovereign immunity. 2.

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Unit 7: Meet and Welcome Visitors in a Business Environment 68 Unit 8: Manage Time and Workload 73 Unit 9: Use a Telephone and Voicemail System 78 Unit 10: Handle Mail 85 Unit 11: Prepare Text from Notes 90 Unit 12: Use Office Equipment 95 Unit 13: Communication in a Business Environment 100 Unit 14: Employee Rights and Responsibilities 107 ...

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Understand how to respect other people at work.

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Answer: Option C Q2. Identify the device through which data and instructions are entered into a computer: A. Software B. Output device C. Input device D. Memory Answer: Option C Q3. Computer monitor is also known as: A. DVU B. UVD C. VDU D. CCTV Answer: Option C Q4. Arrange in ascending order the units of memory TB, KB, GB, MB: A. TB>MB>GB>KB

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