

Quiz Grade: 75.0% (A)

Quiz Submission

Administration and Management Skills

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Total Questions: 10

Course Information

Course Title: Administration and Management Skills
Course Code: AMA 216
Credit Hours: 3

Quiz Questions, Student Answers, and Correct Answers

Question 1 of 10

Multiple Choice Question

Which of the following is NOT a key skill for effective administration and management?

Available Options:

- (A) Communication
- (B) Analysis
- (C) Memorization ← STUDENT SELECTED ← CORRECT ANSWER**
- (D) Leadership

Student's Answer: Option C: Memorization

Correct Answer: Option C: Memorization

Question 2 of 10

Text Answer Question

What is the primary objective of the Administration and Management Skills course?

Student's Answer:

The primary objective is to equip learners with the knowledge, skills and competencies needed to effectively plan, organize, lead and control workplace activities to be successful in leadership roles.

Correct Answer:

To develop the skills and knowledge necessary for effective administration and management in a professional setting.

Question 3 of 10

Multiple Choice Question

Which of the following is a key component of effective communication in an administrative role?

Available Options:

- (A) Active listening ← STUDENT SELECTED ← CORRECT ANSWER
- (B) Micromanaging
- (C) Avoiding conflict
- (D) Lack of transparency

Student's Answer: Option A: Active listening

Correct Answer: Option A: Active listening

Question 4 of 10

Text Answer Question

Describe the difference between administration and management in a workplace setting.

Student's Answer:

Administration focuses on planning and policy making while Management focuses on implementation and supervision.

Correct Answer:

Administration involves overseeing and coordinating the daily operations and tasks, while management involves setting goals, making decisions, and leading a team towards success.

Question 5 of 10

Multiple Choice Question

Which of the following is an example of an analytical skill needed for effective administration and management?

Available Options:

- (A) Time management
- (B) Conflict resolution
- (C) Problem-solving ← STUDENT SELECTED ← CORRECT ANSWER
- (D) Delegating tasks

Student's Answer: Option C: Problem-solving

Correct Answer: Option C: Problem-solving

Question 6 of 10

Text Answer Question

Explain the importance of developing leadership skills in an administrative role.

Student's Answer:

Leadership skills help administrators to guide people effectively, solve problems, communicate well and improve workplace success in leadership roles.

Correct Answer:

Leadership skills are essential for managing and motivating a team, making strategic decisions, and creating a positive work environment.

Question 7 of 10

Multiple Choice Question

Which of the following is NOT a common challenge faced by administrators and managers in a professional setting?

Available Options:

- (A) Time management
- (B) Team building
- (C) Budgeting

(D) Avoiding responsibility ← STUDENT SELECTED ← CORRECT ANSWER

Student's Answer: Option D: Avoiding responsibility

Correct Answer: Option D: Avoiding responsibility

Question 8 of 10

Text Answer Question

What is the purpose of setting achievable goals in an administrative role?

Student's Answer:

The purpose is to ensure work is realistic, measurable and successfully completed in a timely manner, leading to better overall organizational performance.

Correct Answer:

Setting achievable goals helps to prioritize tasks, track progress, and motivate team members towards a common objective.

Question 9 of 10

Multiple Choice Question

Which of the following is an example of an application-based question related to administration and management skills?

Available Options:

- (A) Define administration and management
- (B) List the key components of effective communication

(C) Describe a time when you had to use problem-solving skills in a management role ← STUDENT SELECTED ← CORRECT ANSWER

(D) What is the course code for this course?

Student's Answer: Option C: Describe a time when you had to use problem-solving skills in a management role

Correct Answer: Option C: Describe a time when you had to use problem-solving skills in a management role

Question 10 of 10

Text Answer Question

What are some effective strategies for managing conflicts in a workplace setting?

Student's Answer:

Strategies include: Having open and clear communication Active listening Identify the root cause Use mediation where necessary, example HR

Correct Answer:

Some effective strategies include active listening, finding common ground, and seeking a win-win solution for all parties involved.

