

Quiz Grade: 70.0% (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 objective of the Administration and Management Skills course?

Available Options:

- (A) To develop effective communication skills
- (B) To improve decision-making abilities

(C) To provide technical training for specific job roles ← STUDENT SELECTED ← CORRECT ANSWER

- (D) To enhance leadership skills

Student's Answer: Option C: To provide technical training for specific job roles

Correct Answer: Option C: To provide technical training for specific job roles

Question 2 of 10

Text Answer Question

What is the main focus of the Administration and Management Skills course?

Student's Answer:

The main focus of the Administration and Management Skills course is to teach how to get work done. It focuses on how an administrator or administrators should plan, organize, lead, control, make decisions, communicate, and manage employees

Correct Answer:

The main focus of this course is to develop essential skills for effective administration and management in various industries.

Question 3 of 10

Multiple Choice Question

Which of the following is NOT a topic covered in the Administration and Management Skills course?

Available Options:

- (A) Team building
- (B) Project management

(C) Accounting principles ← STUDENT SELECTED ← CORRECT ANSWER

(D) Time management

Student's Answer: Option C: Accounting principles

Correct Answer: Option C: Accounting principles

Question 4 of 10

Text Answer Question

What is the primary goal of developing effective communication skills in an administrative role?

Student's Answer:

The primary goal of developing effective communication skills in an administrative role is to: - ensure clarity: relay clearly defined instructions, schedule activities, give updates, and policies to staff, management, and to the valued clients without ambiguity. - foster collaboration - support decision making

Correct Answer:

The primary goal is to ensure clear and efficient communication with clients, colleagues, and superiors in order to achieve organizational objectives.

Question 5 of 10

Multiple Choice Question

Which of the following is NOT a key aspect of time management?

Available Options:

- (A) Prioritization
- (B) Delegation

(C) Procrastination ← STUDENT SELECTED

(D) Multitasking ← CORRECT ANSWER

Student's Answer: Option C: Procrastination

Correct Answer: Option D: Multitasking

Question 6 of 10

Text Answer Question

What is the main benefit of effective decision-making in a management role?

Student's Answer:

The main benefit of effective decision-making in a management role is to: - improve organizational performance and proper use of resources. - minimize risk - costly mistakes, time wasting etc - ensure alignment of company goals and mission - boost confidence and productivity

Correct Answer:

Effective decision-making leads to improved problem-solving, increased efficiency, and better overall performance of the organization.

Question 7 of 10

Multiple Choice Question

Which of the following is NOT a key leadership skill that is covered in this course?

Available Options:

- (A) Conflict resolution
- (B) Performance evaluation

(C) Graphic design ← STUDENT SELECTED ← CORRECT ANSWER

(D) Motivation

Student's Answer: Option C: Graphic design

Correct Answer: Option C: Graphic design

Question 8 of 10

Text Answer Question

What is the main focus of the course objective for Administration and Management Skills?

Student's Answer:

The main focus of the course objective for Administration and Management Skills is to develop professional competencies that will foster effective communication, leadership, decision-making, and organizational strategies within a company

Correct Answer:

The main focus is to develop essential skills and knowledge for effective administration and management in various industries.

Question 9 of 10

Multiple Choice Question

Which of the following is NOT a key aspect of effective team building?

Available Options:

- (A) Effective communication
- (B) Trust and transparency

(C) Competition ← STUDENT SELECTED ← CORRECT ANSWER

(D) Conflict resolution

Student's Answer: Option C: Competition

Correct Answer: Option C: Competition

Question 10 of 10

Text Answer Question

What is the main purpose of project management in an administrative role?

Student's Answer:

The main purpose of project management in an administrative role is to: - organize - plan - execute tasks, ensuring that projects are completed on time, as budgeted, and within their scope. Specifically, it helps administrators: Coordinate resources: Allocate staff, time, and materials effectively to prevent bottlenecks and maximize productivity. Streamline workflows: Break down complex goals into manageable steps, milestones, and timelines. Manage risks and changes: Anticipate potential challenges and adapt plans smoothly when unexpected issues arise.

Correct Answer:

The main purpose is to plan, organize, and oversee projects in order to achieve specific goals and objectives within a given timeframe and budget.

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