

**CERTIFICATE IN ACCOUNTING TECHNICIANS
FOUNDATION COURSE (ENTRY LEVEL) PART- I
Model Question Paper
Morning Session**

Paper I (10.00 am to 12.00 pm)

Total Questions:-100

Maximum Marks:- 100

Each Question carry 1 Mark. There will be no negative marking for wrong answer

Section A- Organization and Management Fundamentals (40 Marks)

Choose one appropriate answer from the four options given under each question.

1. The main problem of line and staff organisation is that
 - A. conflict often arise between line managers and staff specialists.
 - B. Conflict often arise between General manager and staff
 - C. Conflict often arise between Top Management and Line Mangers
 - D. None of the above

2. Departmentation enables an organisation to _____
 - A. Avail the benefits of specialization.
 - B. Avail the benefits of delegation
 - C. Create more employment opportunities
 - D. None of the abve

3. Classical theory takes
 - A. A static and rigid view of an organisation.
 - B. A liberal view of an organisation.
 - C. No view of an organisation.
 - D. None of the above

4. Punishment should be given privately
 - A. so that the concerned employee realizes his mistakes
 - B. Because it is a private issue between the individual and management
 - C. Because others should not know about it
 - D. so that the concerned employee does not lose face before others.

5. Anthropology is concerned
 - A. with behaviour of birds.
 - B. with social behaviour of people.
 - C. With employer-employee relationship
 - D. With workers' welfare measures

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