

GARISSA UNIVERSITY

UNIVERSITY EXAMINATION 2017/2018 ACADEMIC YEAR <u>ONE</u> <u>SECOND</u> SEMESTER EXAMINATION

SCHOOL OF BUSINESS AND ECONOMICS

FOR THE CERTIFICATE OF BUSINESS MANAGEMENT

COURSE CODE: CBM 001

COURSE TITLE: PRINCIPLE OF MANAGEMENT

EXAMINATION DURATION: 3 HOURS

DATE: 07/05/18

TIME: 09.00-12.00 PM

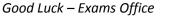
INSTRUCTION TO CANDIDATES

- The examination has SIX (6) questions
- Question ONE (1) is COMPULSORY
- Choose any other THREE (3) questions from the remaining FIVE (5) questions
- Use sketch diagrams to illustrate your answer whenever necessary
- Do not carry mobile phones or any other written materials in examination room
- Do not write on this paper

This paper consists of TWO (2) printed pages

SEM 11, 17/18 main exam (06/04-19/04/18)

please turn over





QUESTION ONE (COMPULSORY)

| (a) Clearly describe any four definitions of management as defined by various scholars | | [8 marks] |
|--|--|------------|
| (b) Define the following terms. | | |
| i. | Operations | [3 marks] |
| ii. | Planning | [3 marks] |
| iii. | Delegation | [3 marks] |
| (c) Distinguish between management being an art and a science | | [4 marks] |
| (d) Outline | four main important of management | [4 marks] |
| QUESTION TWO | | |
| (a) Outline | four qualities of a good manager proposed by Fayol then. | [4 marks] |
| (b) Larger organizations generally have three levels of managers, which are typically organized in a | | |
| hierarchical. Discuss those three levels. | | [6 marks] |
| (c) Highlig | the five Essential skills of a manager. | [5 marks] |
| QUESTION THREE | | |
| (a) Distinguish between planning and forecasting | | [4 marks] |
| (b) Explain the Important of planning in an organization | | [7 marks] |
| (c) Outline barriers of planning process | | [4 marks] |
| QUESTION FOUR | | |
| Discuss the five functions of management | | [15 marks] |
| QUESTION FIVE | | |
| (a) Distinguish between centralization and decentralization. | | [4 marks] |
| (b) Explain | three main reasons why most of the managers delegate their responsibility. | [6 marks] |
| QUESTION SIX | | |
| Write explanatory notes on the following | | |
| i. | Job analysis | [3 marks] |
| ii. | Recruitment | [3 marks] |
| iii. | Selection | [3 marks] |
| iv. | Retention | [3 marks] |
| v. | Training and development | [3 marks] |
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