

## 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

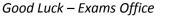
### **INSTRUCTION TO CANDIDATES**

- 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]

