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**GARISSA UNIVERSITY**

**SCHOOL OF BUSINESS AND ECONOMICS**

**CERTIFICATE IN BUSINESS MANAGEMENT**

**UNIT CODE: CBM001**

**UNIT TITLE: PRINCIPLE OF MANAGEMENT**

**QUESTION ONE**

1. Define the term management (2marks)
2. Explain the function of management (8marks)
3. Discuss the characteristic of a good manager (10marks)
4. Discus the three level of management (10 marks)

**QUESTION TWO**

1. Using a sketch diagram explain Abraham Maslow theory of need (20marks)

**QUESTION THREE**

1. Define the term administration (2marks)
2. Explain the difference between management and administration (10marks)
3. Explain the essential skills of manager (8marks)

**QUESTION FOUR**

1. Define the term manual (2marks)
2. Explain the importance of having manual (8marks )
3. List and explain types of manual(10marks)

**QUESTION five**

1. Fayol listed fourteen principles based on his experience. Explain the 10 of them (14marks)
2. Describe the significance of coordination in management **(4marks)**