



GARISSA UNIVERSITY

UNIVERSITY EXAMINATION **2017/2018** ACADEMIC YEAR **ONE** **SECOND** 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

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) Highlight **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]

