



**The Co-operative University of Kenya**  
**END OF SEMESTER EXAMINATION DECEMBER-2019**

**EXAMINATION FOR THE CERTIFICATE IN BUSINESS MANAGEMENT / CO-  
OPERATIVE MANAGEMENT**  
**(YR I SEM I)**

**UNIT CODE: CBM 0101 / CCM 1101**

**UNIT TITLE: FUNDAMENTALS OF MANAGEMENT**

**DATE: 4<sup>TH</sup> DECEMBER, 2019**

**TIME: 2:00 PM – 4:00 PM**

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**INSTRUCTIONS:**

- Answer question **ONE (compulsory)** and any other **TWO** questions

**QUESTION ONE**

- (a) Define management (2 marks)
- (b) Explain any FIVE professional basic disciplines that are considered in management (8 marks)
- (c) Explain the roles of each three levels of management (10 marks)

**QUESTION TWO**

- (a) Explain FOUR functions of management (10 marks)
- (b) Name and explain any FIVE universal features of management (5 marks)
- (c) Define social responsibility (5 marks)

**QUESTION THREE**

- (a) Discuss the terms supervision and explain its role in an organization (6 marks)
- (b) Explain SEVEN principles of POSD CORB that used in the business organization process (14 marks)

**QUESTION FOUR**

- (a) State and explain the THREE skills necessary for any successful (10 marks)
- (b) Highlight any TEN significant ethical principles that are to be followed for a successful business (10 marks)

**QUESTION FIVE**

- (a) Highlight any FIVE important nature of principles of management (10 marks)
- (b) Explain the benefits of communication in an organization (10 marks)