



The Co-operative University of Kenya

SUPPLEMENTARY / SPECIAL EXAMINATION AUGUST- 2019

EXAMINATION FOR THE CERTIFICATE IN BUSINESS MANAGEMENT

UNIT CODE: CBM 0101

UNIT TITLE: FUNDAMENTALS OF MANAGEMENT

DATE: 26TH AUGUST, 2019

TIME: 11:30 AM – 1:30 PM

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 FIVE levels of management (10 marks)
- d) Discuss any FIVE roles of a manager (10 marks)

QUESTION TWO

- a) Explain any 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 term supervision and explain its role in an organization (6 marks)
- b) Explain seven principles of POSDCORB that used in the business organization process (14 marks)

QUESTION FOUR

- a) State and explain the THREE skills necessary for any successful management (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)