



The Co-operative University of Kenya

END OF SEMESTER EXAMINATIONS AUGUST-2018

**EXAMINATION FOR THE DIPLOMA IN BUSINESS ADMINISTRATION / CO-
OPERATIVE MANAGEMENT / PURCHASING & SUPPLIES MANAGEMNT
(YR I SEM II)**

UNIT CODE: DMBA 1102 / COCM 1111

**UNIT TITLE: PRINCIPLES OF MANAGEMENT / PRINCIPLES & PRACTICE OF
MANAGEMENT**

DATE: 22ND AUGUST, 2018

TIME: 11:30 AM – 1:30 PM

INSTRUCTIONS:

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

QUESTION ONE

- (a) In relations to the study of management define the following terms;
- (i) Motivation (1 Mark)
 - (ii) Staffing (1 Mark)
 - (iii) Co-ordination (1Mark)
 - (iv) Delegation (1 Mark)
 - (v) Decentralization (1 Mark)
- (b) Describe any 3 skills performed by managers in an organization. (5 Marks)
- (c) Planning in an organization is considered to be very important but due to various factors, planning can easily fail. Discuss (10 Marks)
- (d) Highlight the classical school of management thought. (10 Marks)

QUESTION TWO

- (a) Describe any FIVE principles of management as developed by Henry Fayol 1906. (10 Marks)
- (b) In grouping of jobs, there are THREE basis of departmentalization describe any of them. (10 Marks)

QUESTION THREE

- (a) Discuss the THREE levels of planning in an organization. (10 Marks)
- (b) Discuss any one of them content theory of motivation as developed by Henry Fayol. (10 Marks)

QUESTION FOUR

- (a) Discuss the THREE levels of managers in an enterprise. (12 Marks)
- (b) State any EIGHT guidelines for effective delegation. (8 Marks)

QUESTION FIVE

- (a) Leadership and management can have the same qualities, but that's not always the case, state and explain any FOUR theories of leadership as studies in the course (10 Marks)
- (b) Discuss in details FIVE (5) internal factors that affect the staffing role in the modern organization setting (10 Marks)