



(UNIVERSITY OF CHOICE)

**MASINDE MULIRO UNIVERSITY OF
SCIENCE AND TECHNOLOGY
(MMUST)**

**UNIVERSITY EXAMINATION
2021/2022 ACADEMIC YEAR
FIRST YEAR FIRST SEMESTER EXAMINATIONS
SPECIAL/SUPPLEMENTARY EXAMINATION
FOR THE CERTIFICATE
IN
BUSINESS MANAGEMENT**

COURSE CODE: CBB 102

COURSE TITLE: FUNDAMENTALS OF MANAGEMENT

DATE: TUESDAY, 2ND AUGUST 2022 TIME : 11:00 -1:00PM

INSTRUCTIONS TO CANDIDATES

ANSWER QUESTION 1 AND ANY OTHER TWO (2) QUESTIONS

MMUST observes ZERO tolerance to examination cheating

This Paper Consists of 2 Printed Pages. Please Turn Over.

QUESTION ONE. (30 Marks) - COMPULSORY

- a) Henry Fayol is widely accepted as the person who revolutionized management with his principles of management. Elucidate these principles (8 Marks)
- b) Explain the relationship between planning and controlling in an organization (8 Marks)
- c) Describe the importance of organizing function in fundamentals of management (8 Marks)

QUESTION TWO (20 MARKS)

- a) Management has been regarded as an art, a science or both. In light to this statement discuss the nature of management (6 Marks)
- b) Discuss the differences between leadership and management and why leadership skills is a pre-requisite in effective management of organizations (8 Marks)
- c) Elucidate the main objectives of management in relation to fundamentals of management (6 Marks)

QUESTION THREE (20 MARKS)

- a) Citing examples where appropriate, discuss how the external environment influences the operations of an organization (6 Marks)
- b) As a management Consultant, you have been asked to present a paper on “Factors affecting span of management in an organization” In an international management forum. Briefly highlight some of the factors you are going to include in your presentation (8 Marks)

QUESTION FOUR (20 MARKS)

- a) Planning is a critical element of management to managers of an organization. Citing specific examples discuss the steps (guidelines) that can assist a manager to overcome roadblocks to effective planning (8 Marks)
- b) Briefly discuss the main factors that affect the degree to which top Management centralizes decision making in an organization (6 Marks)
- c) Decision making is the primary task of management. Discuss this statement and explain the process of decision making (6 Marks)

QUESTION FIVE (20 MARKS)

- a) Directing is that part of analyzing the process which activates organization’s members to work effectively for attaining the set objectives. Discuss the core principles of effective directing (6 Marks)
- b) In detail explain the recent emerging issues in management (6 Marks)

