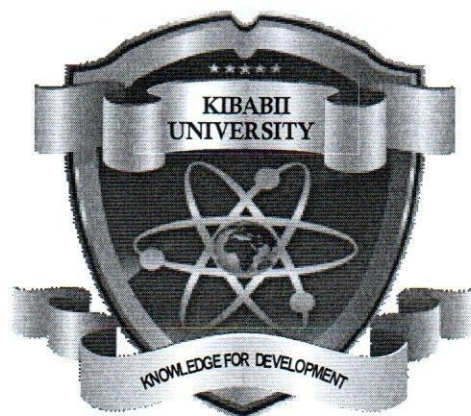


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KIBABII UNIVERSITY



UNIVERSITY EXAMINATIONS

**2020/2021 ACADEMIC YEAR
FIRST YEAR FIRST SEMESTER**

MAIN EXAMINATION

**FOR THE DEGREE OF BACHELOR OF
COMMERCE/BUSINESS
MANAGEMENT/COOPERATIVE AND
ENTREPRENEURSHIP MANAGEMENT**

COURSE CODE: BCO 121/BBM 122/BCB 124

**COURSE TITLE: PRINCIPLES AND PRACTICE
MANAGEMENT**

DATE: 17/1/2021

TIME: 2.00PM-4.00PM

INSTRUCTIONS TO CANDIDATES

- Answer question **ONE** (compulsory) and any other **TWO** questions
- Question **ONE** attracts **30 marks**
- Time allowed is **TWO** hours
- All other questions attract equal marks (**20 marks**)
- **KIBU** observes **ZERO** tolerance to examination cheating

SECTION A: COMPULSORY (30 MARKS)

Question 1

- (a) Make notes on the following terminologies;
- (i) Management (2 marks)
 - (ii) Scientific Management (2 marks)
 - (iii) Staff Motivation (2 marks)
 - (iv) Coordination (2 marks)
 - (v) Job Analysis (2 marks)
- (b) Planning is the primary function that a manager can engage in at any one given time. Discuss the process of planning. (10 marks)
- (c) Management as a discipline is being faced by challenges in this post covid - 19 era. Discuss. (10 marks)

SECTION B: ANSWER ANY TWO QUESTIONS (40 MARKS)

Question 2

- (a) Discuss the importance of staffing in an organization of your choice citing relevant examples. (10 marks)
- (b) Indicate how managers can prepare to fit into the contingency approach of management. (10 marks)

Question 3

- (a) Define strategic plan and highlight its contents as regards an organization of your choice. (10 marks)
- (b) Differentiate between internal and external recruitment methods citing relevant examples. (10 marks)

Question 4

- (a) Leading is a crucial management function. Elaborate on the attributes of a successful leader. (10 marks)
- (b) Delegation is normally carried out in all types of organizations. Highlight on the guidelines for effective delegation. (10 marks)

Question 5

- (a) Henri Fayol made contributions in the development of organizations. Justify this sentiment. (10 marks)
- (b) Effective negotiation requires a collection of communication and interpersonal skills to get a desired result. Discuss the requisite skills for effective negotiation. (10 mark)