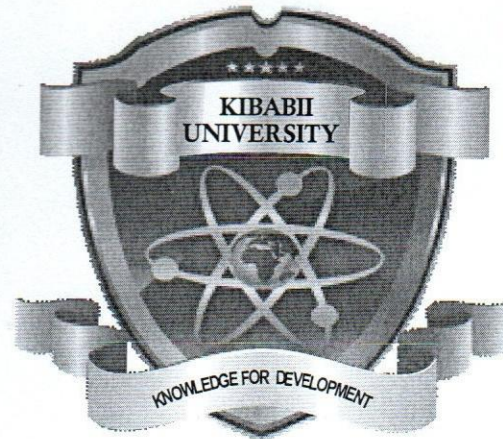


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# KIBABII UNIVERSITY



## UNIVERSITY EXAMINATIONS

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

**FOR THE DEGREE OF BACHELOR OF BUSINESS  
MANAGEMENT**

**COURSE CODE: BBM 122**

**COURSE TITLE: PRINCIPLES AND PRACTICE OF  
MANAGEMENT**

**DATE: 23/02/2021**

**TIME: 2.00PM-4.00PM**

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### INSTRUCTION TO CANDIDATES

- 1) The paper contains **FIVE** questions
- 2) Attempt **THREE** questions
- 3) Question **ONE** is Compulsory

**TIME: 2 Hours**

**KIBU observes ZERO tolerance to examination cheating**

## SECTION A (Compulsory)

### Question 1

- (a) Define the following terms:
- (i) Management (2 marks)
  - (ii) Organization (2 marks)
  - (iii) Job Analysis (2 marks)
  - (iv) Recruitment (2 marks)
  - (v) Capacity Building (2 marks)
- (b) Discuss the concept of management by functional areas giving relevant examples. (20 marks)

## Section B: Answer any two questions (40 marks)

### Question 2

- a) Scientific theory of management as propounded by Fredrick Taylor. Highlight the key areas of this theory as applied in organizations today. (10 marks)
- b) Staff motivation is very crucial to enable the organization to achieve its goals. Elaborate. (10 marks)

### Question 3

- a) Planning is very important since it helps the Board of Directors of the organization know the direction to take. Elaborate. (10 marks)
- b) State and discuss the decision-making steps in an organization of your choice. (10 marks)

### Question 4

- a) Name and explain the theories of leadership and their impact on management of a school. (10 marks)
- b) Define Training and Development and highlight its importance in an organization of your choice. (10 marks)

### Question 5

- a) Recruitment and selection are Human Resource Management function. Elaborate. (10 marks)
- b) Management is the 'oldest of the arts and youngest of the sciences. Elaborate citing examples from an organization of your choice. (10 marks)