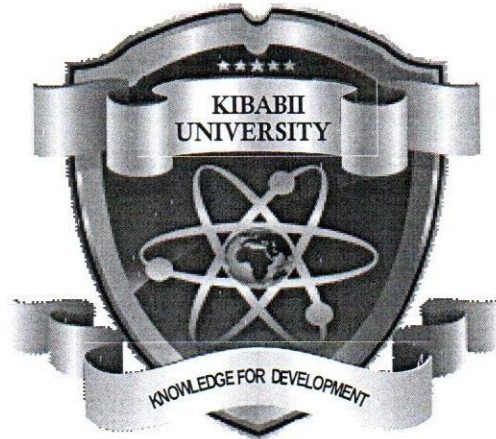


# KIBABII UNIVERSITY



## UNIVERSITY EXAMINATIONS

**2019/2020 ACADEMIC YEAR  
FIRST YEAR FIRST SEMESTER  
SPECIAL/SUPPLEMENTARY EXAMINATION**

**FOR THE CERTIFICATE OF BUSINESS MANAGEMENT**

**COURSE CODE: CBA 100**

**COURSE TITLE: ELEMENTS OF MANAGEMENT**

**DATE: 05/02/2021**

**TIME: 2.00 – 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:** Hours

**KIBU** observes **ZERO** tolerance to examination cheating

### QUESTION ONE

- (a). Describe the various types of managers according to their levels in an organization. (10marks)
- (b). Henry Fayol' s model of management remains an approach to management today. Discuss his views concerning how organizations should be managed through his fourteen principles of management. (14 marks).
- (c). Discuss the various types of leaders in an organization. (6 marks.)

### QUESTION TWO

- (a). Discuss the importance of controlling as a function of management. (10 marks)
- (b). Mention and explain the steps involved in the planning process of management. (10 marks).

### QUESTION THREE

- (a). Define a policy and explain the benefits of policies to an organization. (10 marks).
- (b). What is specialization. Explain the various advantages and disadvantages of specialization to an organization. (10marks)

### QUESTION FOUR

- (a). Show the functions of leaders. (5 marks)
- (b). Highlight the qualities and skills of a good leader. (5 marks).
- (c). Explain the types of control that managers use to ensure success in an organization. (10 mark:))

### QUESTION FIVE

- (a) Discuss the managerial skills and competencies required by a manager for effective functioning in an organization. (10 marks)
- (a). State and explain the barriers to effective planning in an organization. (10 marks)