



PAN AFRICA CHRISTIAN UNIVERSITY

**END OF SEMESTER EXAMINATION FOR THE DEGREE OF
BACHELOR OF BUSINESS LEADERSHIP
BACHELOR OF BUSINESS INFORMATION TECHNOLOGY
BACHELORS OF COMMERCE**

JANUARY-APRIL 2017

CAMPUS: VALLEY ROAD

DEPARTMENT: BUSINESS

COURSE CODE: BCM104|BIT203 BUS3113

COURSE TITLE: PRINCIPLES OF MANAGEMENT

EXAM DATE: WEDNESDAY 5th APRIL 2017

TIME: 5.30PM –8.30PM

INSTRUCTIONS

- This examination script consists of **six (6)** questions.
- Answer question **ONE** and ANY other **four** Questions.
- Read all questions carefully before attempting.
- Write your **student number** on the answer booklet provided.

QUESTION ONE

- a)
 - i. Define the term Management (2 Marks)
 - ii. Management is a science, Justify your answer (5 Marks)
- b) Distinguish between administration and management (4Marks)
- c) Summarize three levels of management (9 Marks)
- d) Discuss three essential characteristics of a good leader (6 Marks)
- e) Delegation is the ability to get results through others. Discuss (6 Marks)
- f) Discuss four advantages and disadvantages of centralization of authority (8 Marks)

QUESTION TWO

- a) Explain the importance of planning in any organization (5 Marks)
- b) Planning is a major management function. In detail, discuss the steps that a manager would follow in the planning process. (10 Marks)

QUESTION THREE

- a) Distinguish between power and authority giving an example for each (5 Marks)
- b) Delegation is an important aspect in management. In your own words, discuss five importance's of delegation. (10 Marks)

QUESTION FOUR

- a) Explain how job enrichment helps organizations to maintain competitiveness.(7 Marks)
- b) Discuss four different sources of recruitments an enterprise can use (8 Marks)

QUESTION FIVE

- a) Define organization function (2 Marks)
- b) Explain the importance of organization to any business enterprise (6 Marks)
- c) Discuss the importance of having an organization chart in an enterprise (7 Marks)

QUESTION SIX

a) Discuss the Maslow's theory of Motivation to the management of an organization.

(10Marks)

b) Explain the barriers involved in effective communication in an organization (5 Marks)