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**University Examinations 2016/2017**

FIRST YEAR, FIRST SEMESTER EXAMINATION FOR CERTIFICATE IN BUSINESS ADMINISTRATION

**BFE 1102: PRINCIPLES OF MANAGEMENT**

**DATE: DECEMBER, 2016 TIME: 1½ HOURS**

**INSTRUCTIONS:** *Answer question* ***one*** *and any other* ***two*** *questions.*

**QUESTION ONE (30 MARKS)**

1. Identify any ten principles of management as expounded by Herny Fayol. (14 Marks)
2. In details explain the evolution of management. (6 Marks)
3. Controlling is a process of monitoring and adjusting organizational activities towards goal attainment. Explain the attributes of effective control in management. (10 Marks)

**QUESTION TWO (20 MARKS)**

1. Briefly describe the four levels of management by giving relevant examples of Kenyan organizations. (10 Marks)
2. Is management a science or an art? (10 Marks)

**QUESTION THREE (20 MARKS)**

1. In details explain the salient features which highlight the nature of the management.(10 Marks)
2. “Coordination is the key essence of management” do you agree? Give reasons.(10 Marks)

**QUESTION FOUR (20 MARKS)**

1. According to Koontz and O’Donnell there is a need for principles of management. Why? (8 Marks)
2. Planning is performed at multiple levels within an organization. Enumerate the importance of planning to any organization. (12 Marks)

**QUESTION FIVE (20 MARKS)**

1. According to Allen, sound organization can contribute to the success of an enterprise. Discuss. (10 Marks)
2. Using suitable examples, Discuss four main factors that influences staffing processes in organization. (10 Marks)