



# MERU UNIVERSITY OF SCIENCE AND TECHNOLOGY

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## University Examinations 2013/2014

FIRST YEAR, FIRST SEMESTER EXAMINATION FOR CERTIFICATE IN BUSINESS  
ADMINISTRATION

### CBA 0104: PRINCIPLES OF MANAGEMENT

DATE: DECEMBER 2013

TIME: 1 ½ HOURS

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

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#### QUESTION ONE – (30 MARKS)

- (a) Discuss the various levels of management that may be found in an organization. (8 Marks)
- (b) Managers in any kind of an organization need to be equipped with different types of skills. Discuss three types of skills that are relevant to managers. (6 Marks)
- (c) Explain some of the principles of management as they were describe by Henri Fayol. (8 Marks)
- (d) Discuss the process of staffing as a function of management. (5 Marks)
- (e) Explain management as a system of authority. (3 Marks)

#### QUESTON TWO – (20 MARKS)

- (a) Explain the process of corporate planning by identifying its major steps. (12 Marks)
- (b) Discuss some of the limitations of planning. (8 Marks)

#### QUESTION THREE – (20 MARKS)

- (a) Define the term organizing and explain any five functions of organizing. (12 Marks)
- (b) Discuss some of the principles of organization in management. (8 Marks)

#### QUESTION FOUR – (20 MARKS)

- (a) Differentiate between transformational and transactional leadership. (6 Marks)
- (b) Giving relevant examples, advantages and disadvantages discuss any three leadership styles. (14 Marks)

**QUESTION FIVE – (20 MARKS)**

- (a) Briefly explain the following
  - (i) Systems approach to management (10 Marks)
  - (ii) Contingency approach to management (10 Marks)
- (b) Critically analyze Abraham Maslow's hierarchy of need. (10 Marks)