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**KIRIRI WOMENS' UNIVERSITY OF SCIENCE AND TECHNOLOGY
UNIVERSITY EXAMINATION, 2016/2017 ACADEMIC YEAR
CERTIFICATE IN BUSINESS MANAGEMENT**

CBM 001 - FUNDAMENTALS OF MANAGEMENT

Date: 8th August, 2016.
Time: 12.00pm – 2.00pm

INSTRUCTIONS TO CANDIDATES

ANSWER QUESTION ONE (COMPULSORY) AND ANY OTHER TWO QUESTIONS

QUESTION ONE (30 MARKS)

- a) Explain various barriers to planning and provide their solutions. (20 Marks)
- b) How can an organization identify a good manager? (10 Marks)

QUESTION TWO (20 MARKS)

- a) Discuss various advantages and disadvantages of a centralized structure. (10 Marks)
- b) Organizing is very vital in an organization, briefly explain the various importance of organizing to an organization that aspires success. (10 Marks)

QUESTION THREE (20 MARKS)

- a) List and explain the various levels of management. (6 Marks)
- b) What are the principles of coordination? (4 Marks)
- c) Explain five characteristics of coordination. (10 Marks)

QUESTION FOUR (20 MARKS)

- a) As a business management student, differentiate between a manager and management. (4 Marks)
- b) State and explain any five functions of management. (10 Marks)

- c) According to Henry Fayol, there are various principles of management. Mention and explain any five. (5 Marks)
- d) Briefly explain the term motivation. (1 Mark)

QUESTION FIVE (20 MARKS)

- a) What are the responsibilities of a manager in an organization? (10 Marks)
- b) Managers have very essential skills that make them different from the ordinary people, list and explain these skills. (8 Marks)
- c) Briefly explain the term planning as discussed in your business. (2 Marks)