

CHUKA



UNIVERSITY

UNIVERSITY EXAMINATIONS

**EXAMINATION FOR THE AWARD OF DEGREE OF BACHELOR OF SCIENCE IN
COMMUNITY DEVELOPMENT**

CDEV 0140: BASIC FUNCTIONS OF MANAGEMENT

STREAMS: ODEL

TIME: 2HOURS

DAY/DATE: THURSDAY 7/10/2021

8.30 A.M – 10.30 A.M

INSTRUCTIONS

Answer question one and any other two

QUESTION ONE

- (a) Management is both an art and a science. Explain these concepts. [6 marks]
- (b) State and explain at least three (3) major differences between a manager and a leader? [6 marks]
- (c) List and explain at least three (3) basic managerial skills that every manager in an organization should possess. [6 marks]
- (d) State and explain at least (3) leadership styles. [6 marks]
- (e) State and explain at least three (3) barriers to effective communication in an organization. [6 marks]

QUESTION TWO

- (a) With relevant examples, describe at least five (5) basic functions of management. [10 marks]
- (b) Discuss the importance of communication in an organization. [10 marks]

QUESTION THREE

- (a) State and discuss any two (2) theories of management. [10 marks]
(b) Discuss the basic characteristics of management. [10 marks]

QUESTION FOUR

- (a) You have been appointed as a manager in an organization that has employees with very low productivity compared with other organizations of similar function and size. Explain how you would enhance employee productivity through motivation. [10 marks]
(b) State and explain the qualities which a manager should have to effectively manage a business organization. [10 marks]

QUESTION FIVE

- (a) List and discuss Maslow's hierarchy of human needs. [10 marks]
(b) Discuss at least five (5) characteristics of management. [10 marks]
-