

CHUKA



UNIVERSITY

UNIVERSITY EXAMINATIONS

THARAKA UNIVERSITY COLLEGE

**EXAMINATION FOR THE AWARD OF CERTIFICATE IN COMMUNITY
DEVELOPMENT**

CDEV 00140: BASIC FUNCTIONS OF MANAGEMENT

STREAMS: CERT (CDEV)

TIME: 2 HOURS

DAY/DATE: WEDNESDAY 07/8/2019

8.30 A.M. – 11.30 A.M.

INSTRUCTIONS: Answer question ONE and any other TWO questions

1. (a) Define the following
 - (i) Management [2 marks]
 - (ii) Leadership [2 marks]
 - (iii) Insubordination [2 marks]
 - (iv) Staffing [2 marks]
 - (v) Decision making [2 marks]
- (b) Differentiate between leadership and management [6 marks]
- (c) Explain the steps involved in planning [8 marks]
- (d) Examine the role of top management in an organization [6 marks]
2. (a) Explain any five principles of management [10 marks]
- (b) Give any five differences between unity of command and unity of direction [10 marks]
3. (a) Using a clear diagram explain the functions of management. [10 marks]
- (b) Organizing as a process involves different activities. Explain [10 marks]

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4. (a) Briefly discuss the four steps involved in strategic management process. [8 marks]
 - (b) Explain the levels of management with clear and relevant examples. [12 marks]
 5. (a) Explain why you think management is important in community development. [10 marks]
 - (b) Discuss the levels of organizational ethics. [10 marks]
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