

**CHUKA**



**UNIVERSITY**

**UNIVERSITY EXAMINATIONS  
CHUKA/EMBU**

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

**CDEV 00140: BASIC FUNCTIONS OF MANAGEMENT**

**STREAMS: CERT COMM DEVPT**

**TIME: 2 HOURS**

**DAY/DATE: TUESDAY 17/04/2018**

**2.30 P.M – 4.30 P.M**

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**INSTRUCTION:**

- **Answer question one and any other two questions**
1. (a) The overall in charge of ABC Ltd is managing director. There are 3 vice President who report to the managing director. These presidents are head of department of sales, production, and finance respectively. Under each Vice President there is 1 senior manager. Under each senior manager, there are 2 managers and under each manager there are 5 executives. Draw the organization structure and discuss its merits. [9marks]
  - (b) Explain 5 qualities of a good leader in an organization. [5marks]
  - (c) Discuss 5 the features that an effective and sound plan should have. [10marks]
  - (d) Explain the various steps that are carried out during the staffing process. [6marks]
  2. (a) Explain the managerial skills required by managers at different levels. [6marks]
  - (b) Suppose you are working in ABC company as project leader, explain to your team mates how to carry out the controlling process. [8marks]
  - (c) Discuss 6 reasons why the planning function is useful to managers. [6marks]
  3. (a) Explain 5 means that managers use for departmentation. [10marks]
  - (b) Discuss the difference between formal and informal organization. [10marks]

4. (a) Explain the importance of leadership function in management. [10marks]
- (b) 'Management is getting things done through people and with people'. Discuss this statement. [10marks]
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