

**CHUKA**



**UNIVERSITY**

**UNIVERSITY EXAMINATIONS**

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

**CDEV 00140: BASIC FUNCTIONS OF MANAGEMENT**

**STREAMS:**

**TIME:2 HOURS**

**DAY/DATE: THURSDAY 13/04/2023**

**8.30 A.M. –10.30 A.M.**

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**INSTRUCTIONS**

**Answer question one and any other two**

**QUESTION ONE (30 Marks)**

- a) Distinguish between Management and Administration (2 marks)
- b) State and explain three managerial roles as identified by Henry Mintzberg and clearly identify how each is subdivided (10 marks)
- c) Explain five basics management skills (5 marks)
- d) Explain any five principles of management according to Henry Fayol (5 marks)
- e) Define the term ‘span of control’ (2 marks)
- f) Explain any three factors influencing the span of control (6 marks)

**QUESTION TWO (20 Marks)**

- a) Describe any five theories of management, stating the proponents of each (10 marks)
- b) Describe any three types of plans (6 marks)
- c) Discuss the importance planning in an organization (4 marks)

**QUESTION THREE (20 Marks)**

- a) Discuss five barriers to effective planning and how they can be overcome in an organization (10 marks)
- b) Highlight any four various principles of organizing (4 marks)

- c) Describe the three elements of delegation (6 marks)

**QUESTION FOUR (20 Marks)**

- a) Describe the barriers to effective delegation (4 marks)  
b) Discuss the three approaches to leadership (6 marks)  
c) Define decision making and discuss the different types of decisions (10 marks)

**QUESTION FIVE (20 Marks)**

- a) Discuss the steps in the controlling process (8 marks)  
b) State the qualities of an effective control system (4 marks)  
c) Define Ethics and describe the three ethical approaches (8 marks)
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