

CHUKA



UNIVERSITY

UNIVERSITY EXAMINATIONS

EMBU CAMPUS

EXAMINATION FOR THE AWARD OF DIPLOMA IN COMMUNITY DEVELOPMENT

CDEV 0140: BASIC FUNCTIONS OF MANAGEMENT

STREAMS:

TIME:2 HOURS

DAY/DATE: THURSDAY 13/04/2023

8.30 A.M. –10.30 A.M.

INSTRUCTIONS

Answer question one and any other two questions

Question One

Explain the following terms in basic management (30 marks)

- a. Planning (5 marks)
- b. Organizing (5 marks)
- c. Controlling (5 marks)
- d. Staffing (5 marks)
- e. Directing (5 marks)
- f. Management (5 marks)

Question Two

- a. State and explain the major management skills applied by managers (10 marks)
- b. Explain any management approach you are familiar with (10 marks)

Question Three

- a. State and explain at least five principles of management (10 marks)
- b. Explain the elements or characteristics of planning (10 marks)

Question Four

- a. Explain the importance of management in modern organization (10 marks)
- b. Explain any five principles of planning (10 marks)

Question Five

- a. Explain any four types of plans (8 marks)
 - b. Explain the steps followed in the planning process (8 marks)
 - c. What are the characteristics of a successful leader (4 marks)
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