

DBM 01



OFFICE OF THE DEPUTY PRINCIPAL

ACADEMICS, RESEARCH AND STUDENTS' AFFAIRS

UNIVERSITY EXAMINATIONS

2021 /2022 ACADEMIC YEAR

YEAR ONE SEMESTER ONE REGULAR EXAMINATION

FOR THE DIPLOMA IN BUSINESS

MANAGEMENT

COURSE CODE: DBM 01

COURSE TITLE: PRINCIPLES AND PRACTICE OF MANAGEMENT

DATE: 02 /06/2022

TIME:2.00-5.00pm

INSTRUCTION TO CANDIDATES

➤ **SEE INSIDE**

THIS PAPER CONSISTS OF 3 PRINTED PAGES

PLEASE TURN OVER

INSTRUCTIONS TO CANDIDATES

- i. Answer Question **ONE** and any other **TWO** questions.
- ii. Do not write on the question paper

SECTION A: COMPULSORY

[30 marks]

QUESTION ONE

- (a) Evaluate **FIVE** ways in which managers can make organization perform better and deliver on their key objectives **[10 marks]**
- (b) Describe the **process** of management. **[10 marks]**
- (c) Identify **FIVE** factors (commonly referred to as **5M^s**) of production **[5 marks]**
- (d) Outline **FIVE** challenges that may be encountered when implementing plans in an organisation **[5 marks]**

SECTION B: ANSWER ANY TWO QUESTIONS

(2x20=40 marks)

QUESTION TWO

- (a) Using a well labelled diagram explain elements of management **[10 marks]**
- (b) Explain the meaning of the term management **[5 marks]**
- (c) Outline **five** activities that require organising skills in business set up **[5 marks]**

QUESTION THREE

- (a) Identify **five** top level managerial positions in an organisation **[5 marks]**
- (b) Outline any **five** activities conducted by management as part of Corporate Social Responsibility **[5 marks]**

(c) Explain **five** responsibilities of top level managers

[10 marks]

QUESTION FOUR

(a) Describe **ten** mistakes that managers should always avoid

[10 Marks]

(b) Identify and explain **five** management skills

[10 Marks]

QUESTION FIVE

Examine the following principles as derived from Henri Fayol principles of management

- i. Authority and responsibility
- ii. Division of labor
- iii. Discipline
- iv. Esprit de corps
- v. Initiative

[4 Marks each]