



JAMRAMOGI ODINGA UNIVERSITY OF SCIENCE AND TECHNOLOGY

SCHOOL OF BUSINESS & ECONOMICS

UNIVERSITY EXAMINATION FOR CERTIFICATE IN BUSINESS

ADMINISTRATION.

1ST YEAR FIRST SEMESTER SEPTEMBER- DECEMBER 2022 ACADEMIC YEAR

MAIN CAMPUS

COURSE CODE: BCA 2113

COURSE TITLE: FUNDAMENTALS OF MANAGEMENT

DATE: 07/12/2022

EXAM SESSION: 9.00-11.00AM

TIME: 1 ½ HOURS

INSTRUCTIONS;

- 1. Answer Question ONE (COMPULSARY) ANY other 2 questions.**
- 2. Candidates are advised not to write on question papers.**
- 3. Candidates must hand in their answer booklets to the invigilator while in the examination room.**

QUESTION ONE

- a) Explain the common characteristics of an organization. (10marks)
- b) Explain the importance of motivation in an organization. (10marks)

QUESTION TWO

- a) State and explain the Henri Fayol principles of organizations. (10marks)
- b] DiscussDecision making process in an organization. (10marks)

QUESTION THREE

- a) Identify and discuss at least five basic management functions (10marks)
- b) Discuss the various fundamental management skills that a manager should poses to carry out management functions. (10marks)

QUESTION FOUR

- a) Explain the positive effects of change in an organization. (10marks)
- b) Identify and discuss critically some of the difficulties managers may encounter in execution of their functions (10marks)

QUESTION FIVE

- a) Identify and explain five reasons why it is important for an organization to continuously control its activities. (10marks)
- b) Organizational conflict can be positive as well as negative consequences for an organization. Evaluate this statement with the use of relevant examples. (10marks)