



**JAMRAMOGI ODONGA UNIVERSITY OF SCIENCE AND TECHNOLOGY**

**SCHOOL OF BUSINESS & ECONOMICS**

**UNIVERSITY EXAMINATION FOR CERTIFICATE IN BUSINESS**

**ADMINISTRATION.**

**1<sup>ST</sup> YEAR FIRST SEMESTER SEPTEMBER- DECEMBER 2022 ACADEMIC YEAR**

**MAIN CAMPUS**

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**COURSE CODE: BCA 2113**

**COURSE TITLE: FUNDAMENTALS OF MANAGEMENT**

**DATE: 07/12/2022**

**EXAM SESSION: 9.00-11.00AM**

**TIME: 1 ½ HOURS**

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**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) Discuss Decision 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 possess 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)