



MACHAKOS UNIVERSITY COLLEGE

**(A Constituent College of Kenyatta University)
University Examinations for 2015/2016 Academic Year**

SCHOOL OF BUSINESS AND ECONOMICS

**DEPARTMENT OF BUSINESS ENTREPRENEURSHIP AND MANAGEMENT
SCIENCES**

**SECOND SEMESTER EXAMINATION FOR DEGREE IN
BACHELOR OF COMMERCE**

BBA 102: PRINCIPLES OF MANAGEMENT

Date: 3/12/2015

Time: 2:00 – 4:00 PM

INSTRUCTIONS

Answer Question One and Any Other Two

1.
 - (a) Analyse the characteristics of management. (8 marks)
 - (b) Discuss the levels of management. (8 marks)
 - (c) Explain the importance of planning in management. (6 marks)
 - (d) Management control is a process. Analyse the steps involved in the control process. (8 marks)
2.
 - (a) Discuss the functions of management. (10 marks)
 - (b) Managers need certain management skills to perform managerial work. Discuss five managerial skills. (10 marks)
3.
 - (a) Control is an essential function of management. Explain the characteristics of control. (10 marks)

- (b) Staffing plays an important role in the performance of an organization. Discuss the objectives of staffing. (10 marks)
4. (a) There are different types of leaderships. Discuss the types of leadership styles. (10 marks)
- (b) Organizing is a process. Analyse the steps in organizing process. (10 marks)
5. (a) Discuss the traits associated with leadership. (10 marks)
- (b) Human Resource Manager plays an important role in an organization. Explain the functions of Human Resource Manager. (10 marks)