



MACHAKOS UNIVERSITY

University Examinations for 2021/2022 Academic Year

DIRECTORATE OF TVET

..... YEAR TERM EXAMINATION FOR

CERTIFICATE IN MECHANICAL ENGINEERING

CERTIFICATE IN AUTOMOTIVE ENGINEERING

CERTIFICATE IN ELECTRICAL ENGINEERING

WORKSHOP ORGANIZATION

DATE:

TIME:

INSTRUCTIONS

Answer all questions

1. a) Define management.
 b) Describe eight characteristics of management. (2 marks)
2. a) Discuss five essential characteristics of coordination. (18 marks)
 b) Explain five needs of coordination. (10 marks)
3. a) Define the term forecasting. (2 marks)
 b) Describe any four techniques of forecasting. (8 marks)
 c) Describe any five characteristics of sound planning. (10 marks)
4. a) Define decision making. (2 marks)
 b) Discuss any five characteristics of decision making. (10 marks)
 c) Discuss four limitations of decision making. (8 marks)
5. a) Define marketing. (2 marks)
 b) State the concepts of marketing. (3 marks)
 c) What is pricing in marketing? (2 marks)
 d) State and explain five objectives of advertising. (10 marks)