MACHAKOS UNIVERSITY

University Examinations for 2019/2020 Academic Year

SCHOOL OF BUSINESS AND ECONOMICS

DEPARTMENT OF BUSINESS ADMINISTRATION

………………..YEAR FIRST SEMESTER EXAMINATION FOR

BACHELOR OF …………………………………………………………………

ECD 420 PRINCIPLESOF ADMINISTRATION AND MANAGEMENT

DATE: **TIME:**

INSTRUCTIONS:

Answer Question one and any other two Questions.

In the modern world, it is of utmost importance to utilize economically and efficiently the resources of all kinds – human, physical, financial and technological. No organization can achieve its objectives without the optimum use of these resources. In order to ensure a rational use of the limited resources, knowledge of management is required. The people who manage the organization are known as managers and the knowledge, skills, techniques and practices they use in managing are broadly referred to as the field of management.

Through management, managers bring about the effective co – ordination between human and non – human resources so as to achieve maximum productivity at a minimum cost. Thus, management is a force that unifies and co – ordinates various resources to accomplish organizational goals. Management enables the efficient utilization of limited resources, eliminates wastages and brings about order and discipline. In business, knowledge of management is critical to generation of profits. The productive efficiency of an organization depends to a large extent on the quality and competence of the managers.

Management is a process of organized activities. Groups of people cannot be involved in the performance of activities without organized activities. Management comes into existence where a group of people are involved in achieving a common objective. The organized activities may take a variety of forms ranging from a tightly structured organization to a loosely-knit organization.

In the dynamic environment demand of continual development is opportunity and a string of survival. Development of every organization is a cyclical or a step process. Every step of development is involved with future creation actions of organization According to M. Rac planning is one of twelve future creation actions Purpose of planning is to schedule tasks that impossible makes possible

One of the best practices that help work groups become effective leadership teams is clarifying how decisions will be made at the beginning of a task or process. Nothing is more dispiriting than being asked for input, only to find out that a decision has already been made. There are different situations and circumstances that may benefit from different approaches to decision making.

QUESTION ONE (30 MARKS)

a) Management is both a science and an art. Give reasons why management is regarded as a science (5 marks)

b) Discuss five characteristics of management (5 marks)

c) Planning is the most important task for any manager as it sets out what needs to be done to reduce conflict and confusion. Explainthe characteristics of a sound plan (10 marks)

d) Management applies to any kind of organization and applies to managers at all organization levels. Discuss the levels of decision citing the managers involved. (10 marks)

QUESTION TWO (20 MARKS)

a) Describe the functions of management used by any organization in order to realize the company goals and objectives. (10 marks)

b) Explain the difference of management and administration on the basis of usage. (10 marks)

QUESTION THREE (20 MARKS)

a) Effective decision making is faced with barriers. Explain how you can avoid the decision-making problems. (10 marks)

b) Discuss five features of planning (10 marks)

QUESTION FOUR (20 MARKS)

a) Your classmate has been hired as a manager of an organization and wishes to formalize the strategies. Explain to him the factors that influence the formality of strategy . (10 marks)

b) Your roommate has been hired as a top level manager and wishes to understand the type of decisions he will be making. Explain to him the levels of strategy in organization and indicate decision made at each level (10 marks)

QUESTION FIVE (20 MARKS)

a) Discuss by use of examples the steps in the decision making process (10 marks)

b) Discuss the application of modern theory of management by Henry Fayol (10 marks)