

CHUKA



UNIVERSITY

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**UNIVERSITY EXAMINATIONS**

**EXAMINATION FOR THE AWARD OF CERTIFICATE IN COMMUNITY  
DEVELOPMENT**

**CDEV 00140: BASIC FUNCTIONS OF MANAGEMENT**

**STREAMS:**

**TIME: 2 HOURS**

**DAY/DATE: MONDAY 10/12/2018**

**11.30 A.M – 1.30 P.M**

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**INSTRUCTIONS:**

- **Answer question ONE and any other TWO questions**
- **Candidates are advised not to write on the question paper**

1. (a) Distinguish between the following terms as used in management;
- (i) Authority and responsibility [2 marks]
  - (ii) Leadership and management [2 marks]
  - (iii) Centralization and decentralization [2 marks]
- (b) Explain the various levels of management highlighting the managerial skills critical in each level. [8 marks]
- (c) Discuss any three challenges one may encounter during planning showing how such challenges can be overcome. [6 marks]
- (d) Explain any five characteristics of management. [10 marks]
2. (a) Describe any five basis of departmentation highlighting a disadvantage of each. [10 marks]
- (b) Explain any five factors that affect the span of management. [10 marks]
3. (a) Critically analyze the scientific management theory by Fredrick Winslow Taylor. [15 marks]

- (b) Explain any five sources of authority. [5 marks]
4. (a) Discuss any five potential error that managers make while undertaking performance appraisal. [10 marks]
- (b) Identify any five reasons why controlling is vital for every organization. [5 marks]
- (c) Highlight any five activities involved in staffing function of management. [5 marks]
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