

THE COOPERATIVE UNIVERSITY OF KENYA
BACHELOR OF HRM
YEAR 1 SEMESTER 2
FEBRUARY-JUNE 2022 SEMESTER EXAMINATIONS
BADM 1201: PRINCIPLES AND PRACTICE OF MANAGEMENT

JUNE 2022

TIME: 2 HOURS

Instructions: Answer Question ONE and any other TWO Questions.

QUESTION ONE

- a) Describe the term management [2 Marks]
- b) Explain the essential skills of managers [4 Marks]
- c) Examine the role of management [4 Marks]
- d) List the functions of management [5 Marks]
- e) Explain the levels of management [6 Marks]
- f) List the importance of leadership in an organization [5 Marks]
- g) Highlight the essential features of controlling [4 Marks]

QUESTION TWO

Decision making is one of the most important functions of management.

Explain:

- a) Why it is important for managers to make the right decisions for their organizations.(10 Marks)
- b) Examine the importance of planning in an organization [10 Marks]

QUESTION THREE

- a) Analyse the factors that determine organizational structure., (10 Marks)
- b) Describe the barriers to effective planning (10 Marks)

QUESTION FOUR

- a) Describe the main stages in the staffing process. (10 Marks)
- b) Outline the steps taken in Human Resource planning. (10 Marks)

QUESTION FIVE

- a) Evaluate the characteristics of administrative theory (10 Marks)
- b) Explain the merits of management by objectives (MBO)