



MACHAKOS UNIVERSITY COLLEGE

(A Constituent College of Kenyatta University)

University Examinations 2013/2014

SCHOOL OF BUSINESS AND ECONOMICS

DEPARTMENT OF ACCOUNTING AND SECRETARIAL

Examination forcooperative management

PPM

Date:

Time:

Instructions

Answer all the questions

1. a) Henry Fayol developed 14 principles of management which he felt should be applied by managers at all external levels. Highlight the said principles. (7 marks)
b) Management. Art or science? Substantiate. (3 marks)
2. Explain five characteristics of the directing function. (10 marks)
3. Describe the control process in an organization. (10 marks)
4. According to Maslow's need hierarchy theory human need are classified into five categories. Describe the organization can help in satisfying the needs specified in each class. (10 marks)
5. a) What are the difference between management and leadership. (6 marks)
b) Describe four types of leadership styles giving advantages and disadvantages of each. (14 marks)
6. a) Differentiate between the following terms
 - i. Training and education
 - ii. Training and development (4 marks)b) What benefits is the organization that trains its employees likely to enjoy. (6 marks)