



CERTIFICATE IN COMPUTER STUDIES

LEVEL 4 EXAMINATIONS

FINAL INTEGRATED SUMMATIVE EXAMINATIONS

NOVEMBER/DECEMBER 2019

SUBJECT FOUNDATIONS OF MANAGEMENT

TIME THREE (3) HOURS

TOTAL MARKS: 100

PASS MARK: 50

INSTRUCTIONS TO CANDIDATE

1. Write your examination number and National Registration Card number on the answer booklet.

2. There are Seven (7) questions in this paper.

3. Answer any FIVE (5) questions.

4. All questions carry equal marks.

5. Cell phones and programmable calculators are NOT allowed in the examination room.

DO NOT TURN THIS PAGE UNTIL YOU ARE TOLD TO DO SO

QUESTION 1

Describe four (4) methods that are used to segment consumer markets. [20 marks]

[Total 20 marks]

QUESTION 2

(a) Explain the elements of the purchasing mix. [12 marks]

(b) Describe the just-in-time (JIT) system. [8 marks]

[Total 20 marks]

QUESTION 3

Describe five (5) types of office equipment and machinery [Total 20 marks]

QUESTION 4

Explain five (5) techniques of achieving effective coordination. [Total 20 marks]

QUESTION 5

(a) Explain five (5) principles of planning. [10 marks]

(b) Discuss five (5) advantages and five (5) disadvantages of decentralization. [10 marks]

[Total 20 marks]

QUESTION 6

(a) Explain four (4) reasons for controlling in an organization. [16 marks]

(b) Describe Benchmarking as a control technique. [4 marks]

[Total 20 marks]

QUESTION 7

The principles of management propounded by Henri Fayol has a significant impact on management even today. Explain ten (10) of the fourteen principles suggested by Fayol.

[Total 20 marks]