



**NATIONAL OPEN UNIVERSITY OF NIGERIA**  
**14/16, AHMADU BELLO WAY, VICTORIA ISLAND, LAGOS**  
**SCHOOL OF MANAGEMENT SCIENCES**  
**JUNE/JULY, 2013 EXAMINATIONS.**

**Course Code:** BHM712    **Credit Unit:** 2

**Course Title:** MANAGEMENT THEORY

**Time Allowed:** 2 Hours

**Instructions:** 1. Attempt question number one (1) and any other two (2).  
2. Question number 1 is compulsory and carries 30 marks while the other 2 carry 20 marks each. 3. Present all your points in coherent and orderly manner.

1a. Define the term management and explain reasons for studying Management?

1b. What is a skill? Briefly explain any two (2) essential management skills that a manager should possess.

1c. What is agenda? Explain any three (3) factors influencing work agenda.

2. Planning is a management function involving the setting of goals and deciding how best to achieve the goals.

a. Give four reasons why managers plan?

b. Mention three types of plan opens for an organization?

c. List the problems that may militate against adequate planning.

3a. What is bureaucracy?

b. Explain five (5) main advantages of bureaucracy; and list five (5) dysfunctions of bureaucracy.

4a. What is goal commitments?

b. How can a Manager foster commitment to important organizational goals among his employees.

c. List six (6) problems that may militate against the transfer of Western Management Philosophy' to Nigeria.

5a. Fayol stated that there were five fundamental functions for all managerial activity in an organisation, name them.

b. Explain five (5) Fayol's Principles of Management.

c. Briefly discuss any five phases of Operations Research.