

BOTSWANA COLLEGE OF DISTANCE AND OPEN LEARNING

BACHELOR OF BUSINESS AND ENTREPRENEURSHIP

PRINCIPLES OF MANAGEMENT

PM 221

SESSIONAL EXAMINATION

Marks: 100

Duration- 3hrs

Instructions to candidates:

1. The examination consists of **Two** sections: A and B
2. Begin each answer to a new question on a new page
3. Answer questions according to instructions given in each question
4. Write answer in the booklet provided
5. Write legibly in grammatical English



SECTION A: Short answer questions. [40 Marks]

Answer all the questions in this section.

Question 1

With relevant examples, explain four functions that are required for effective management.

(8 Marks)

Question 2

a) List four characteristics of well-defined goals in any organisation you are familiar with.

(4 Marks)

b) State four valuable questions that you would ask when undertaking competitor analysis?

(4 Marks)

Question 3

State six elements of organisation structure.

(6 Marks)

Question 4

List four characteristics that make a good supervisor.

(4 Marks)

Question 5

Explain the importance of motivation in the workplace.

(6 Marks)

Question 6

Distinguish between leadership and management.

(8 Marks)

SECTION B: Essay-type questions [60Marks]

Answer all the questions from this section.

Question 1

Your colleague at work asked you to create a simple strategic plan for a small business he wants to operate in Gaborone. Demonstrate to your workmate, the steps involved in strategic plan.

(20Marks)

Question 2

Evaluate the obstacles to planning techniques and how to overcome them in the context of small firms in Botswana.

(10 marks)

Question 3

Discuss the various roles and responsibilities of management in any retail industry in Botswana.

(10 marks)

Question 4

Justify, when specific structural characteristics such as centralization, span of management and formalization should be used within organisation.

(20 Marks)

END OF THE PAPER!