



**NATIONAL OPEN UNIVERSITY OF NIGERIA
PLOT 91, CADASTRAL ZONE, NNAMDI AZIKIWE EXPRESSWAY, JABI, ABUJA
FACULTY OF MANAGEMENT SCIENCES
DEPARTMENT OF BUSINESS ADMINISTRATION
2019_1 EXAMINATION**

COURSE CODE: BUS714

CREDIT UNIT: 2

COURSE TITLE: PRINCIPLES OF MANAGEMENT

TIME ALLOWED: 2 HOURS

INSTRUCTIONS:

- 1. Attempt Question One (1) and any other two (2) questions**
 - 2. Question 1 carries 30 marks, while the other questions carry 20 marks each**
 - 3. Present all points in coherent and orderly manner**
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1a. Differentiate the relationship between Management and Administration (10 marks)

b. Elucidate all the external environmental factors that affect the practice of management. (10 marks)

c. Explain five (5) Advantages and Disadvantages of Sole Proprietorship (10 marks)

2a. Define Objectives (2 marks)

b. Discuss the features of a good Objective (10 marks)

c. Explain the Examples of Objectives in an Organization (8 marks)

3a. Define the term Delegation (5 marks)

b. Explain the Benefits of Delegation (6 marks)

c. Elucidate nine (9) conditions for Delegation (9 marks)

4a. What is Communication? (5 marks)

b. Highlight the importance of Communication in an Organization **(8 marks)**

c. Discuss the Qualities of a good leader in an Organization **(7 marks)**

5a. Explain Departmentation by Geographic area **(7 marks)**

b. Discuss the Advantages and disadvantages of Geographic Departmentation **(8 marks)**

c. Draw the Geographic Departmentation Chart **(5 marks)**