



**NATIONAL OPEN UNIVERSITY OF NIGERIA**  
**91, CADASTRAL ZONE, UNIVERSITY VILLAGE, JABI, ABUJA**  
**FACULTY OF MANAGEMENT SCIENCES**  
**DEPARTMENT OF ENTREPRENEURIAL STUDIES**  
**2022\_2 EXAMINATION**

**COURSE CODE: ENT809**

**COURSE UNIT: 2**

**COURSE TITLE: ADVANCING MANAGING SMALL ENTERPRISES**

**TIME ALLOWED: 2 (TWO) HOURS**

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- 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 questions carry 20 marks each.
  3. Present all your points in coherent and orderly manner

**QUESTION 1**

**Ajons Kamal & Co. Ltd. Sales Budget**

Area and products	Months				
	OCT	NOV	DEC	Total	
	N	N	N	N	
<b>Sales Area A</b>					<b>6marks</b>
Product X	900	1,050	1,200	xx	
Product Y	<u>15.750</u>	<u>16.800</u>	<u>17.850</u>	<u>xx</u>	
<b>Total</b>	<u>xx</u>	<u>Xx</u>	<u>xx</u>	<u>xx</u>	
<b>Sales Area B</b>					<b>6marks</b>
Product X	1,800	2,100	2,400	xx	
Product Y	<u>9,450</u>	<u>10.080</u>	<u>10.710</u>	xx	
<b>Total</b>	<u>,xx</u>	<u>Xx</u>	<u>Xx</u>	<u>xx</u>	
<b>Sales Area C</b>					<b>10marks</b>
Product X	6,300	7,350	8,400	xx	
Product Y	<u>6.300</u>	<u>6.720</u>	<u>7.140</u>	<u>xx</u>	
<b>Total</b>	<u>xx</u>	<u>xx</u>	<u>xx</u>	<u>xx</u>	
<b>Total of all assets</b>	<u>xx</u>	<u>xx</u>	<u>xx</u>	<u>xx</u>	

The above table is Ajons Kamal & Co. Ltd. Sales Budget for the months OCT, NOV, DEC 2021. You are to CALCULATE (1-3):

- I. Area and products X and Y
- II. Total Sales Area A, B, C
- III. Total of all Assets
- IV. Determine which area as the highest and lowest sales budget
- V. As a business consultant kindly Advice Ajons kamal & Co Ltd on products and sales area.

### QUESTION 2

2A. The purpose for the Records Retention Committee is to provide guidance for the Records Director for establishing and operating a retention and disposition program as a component for records management program covering three aspects this are

- Periods of time for records to be maintained
- Appropriate methods for disposition of records

Measures to be taken when a record disposition must be suspended due to litigation or audit. *Brief illustrate the Procedures in developing records retention programme by Records Retention Committee.*

**2B. List and explain Advantages of developing a retention programme.**

### QUESTION 3

3A. Nevertheless, Fayol's contribution to management theory is unique and valuable. He identified six activities that must be accomplished in all industrial organizations.

*State and explain the six activities that must be accomplished in all industrial organizations* identified by Henry Fayol's.

**3B What are the reasons for the usefulness of Principles in Management of small scale enterprise?**

### QUESTION 4

Planning is said to be the essence of management yet there is no formula for planning. Business people have attempted so much while striving to get effective process of planning. *Identify and explain steps in planning process.*

### QUESTION 5

Controlling is the action by which a superior monitor or checks current operations and compares results with goals and other standards of performance established during the planning function if current activities and/or results deviates from original plans, or standards, corrective action is required to get things back on path. We must note that for control to be effective, there are pre-requisites. **Identify and explain the requisites of effective controls.**

**BEST OF LUCK**