



**NATIONAL OPEN UNIVERSITY OF NIGERIA**  
**91, CADASTRAL ZONE, UNIVERSITY VILLAGE, JABI, ABUJA**  
**FACULTY OF MANAGEMENT SCIENCES**  
**2024 1 EXAMINATION**

**COURSE CODE: ENT 833**

**CREDIT UNIT: 2**

**COURSE TITLE: SMALL BUSINESS MANAGEMENT**

**TIME ALLOWED: 3 HOURS**

**INSTRUCTION: 1. Indicate your matriculation number clearly**

**2. Answer question one (1) & attempt any other two (2) questions**

**3. Question one (1) is compulsory and carries 30 marks. While any other questions attract 20 marks each. With total of 70 marks**

**4. Present all your points in coherent and orderly manner**

**QUESTION 1 (30 marks)**

**AMAC CLOTHING LIMITED**

AMAC Clothing Limited, a specialized provider of Nigerian military wears, is currently addressing crucial decision-making aspects related to "financial planning," "technical planning," and "managing manufacturing operations." This is in response to a recent order worth ₦25 million that must be fulfilled within the next 90 days. The company's workforce consists of 15 employees, including 2 accounting clerks, 12 technical/production staff members, and 2 general staff members. Additionally, AMAC has 3 top management personnel who need to determine whether boosting the workforce is necessary to enhance performance and meet the 90-day deadline. It's important to note that the company operates within an annual budget not exceeding ₦2,500,000. Based on the aforementioned, you are to answer the following:

- A. How does AMAC Clothing Company's specialization in military wears influence its decision-making process regarding financial planning, technical planning, and managing manufacturing operations? **(6marks)**
- B. What are the key considerations for AMAC Clothing Company in fulfilling the recent ₦25 million orders within the next 90 days? How does the company's workforce composition contribute to these considerations? **(6marks)**
- C. Discuss the potential advantages and challenges of boosting the workforce at AMAC Clothing Company to meet the 90-day deadline. How might this decision impact the company's overall performance and financial budget? **(6marks)**
- D. Analyze the significance of financial planning for AMAC Clothing Company in the context of the ₦25 million order. How can effective financial planning contribute to the company's ability to fulfill the order within the specified timeframe? **(6marks)**
- E. Evaluate the role of technical planning and managing manufacturing operations in ensuring the successful completion of the ₦25 million orders for AMAC Clothing Company. What strategies or measures should the company consider to optimize its technical and manufacturing capabilities for this specific project? **(6marks)**

#### QUESTION FOUR

a. Define Ten (10) out of the following terms (10marks)

- Authority
- Decentralization
- Centralization
- Span of control
- A wide span of control
- A narrow span of control
- Lodging facility
- job analysis
- A job description
- The job specification
- Job enlargement,
- Job enrichment.

b. State 5 Five D's" of new meetings (5 marks).

c. State 5 qualities of a mission statement (5 marks).