

FINAL
Examination Paper

(COVER PAGE)

Session : AUGUST 2017

Programme : Diploma In Business (DIB)
Diploma In Information And Communication Technology (DICTN)

Course : MGT1103: Fundamentals Of Management

Date of Examination : 7 December, 2017 (Thursday)

Time : 5:00 pm – 7:00 pm Reading Time : Nil

Duration : 2 Hours

Special Instructions :

This paper consists of **SIX (6)** questions. Answer any **FOUR (4)** questions in the answer booklet provided. All questions carry equal marks.

Materials permitted : Nil

Materials provided : Nil

Examiner(s) : Lee Lily, Ah Huai, Claudine, Ng Huey Miin, Lawrence Shia

Moderator : Ms Koh Foh Geck

This paper consists of 3 printed pages, including the cover page

DIPLOMA IN BUSINESS PROGRAMME (DIB)
DIPLOMA IN INFORMATION AND COMMUNICATION TECHNOLOGY PROGRAMME
(DICTN)
MGT1103: FUNDAMENTALS OF MANAGEMENT
FINAL EXAMINATION: AUGUST 2017 SESSION

Instruction: This paper consists of **SIX (6)** questions. Answer any **FOUR (4)** questions in the answer booklet provided. All questions carry equal marks.

Question 1

(a) With the aid of examples, explain the importance of the following management activities:

- (i.) Planning
- (ii.) Organizing
- (iii.) Leading
- (iv.) Controlling

(16 marks)

(b) Explain any **THREE (3)** managerial skills that required by successful manager.

(9 marks)

Question 2

What are the **SEVEN (7)** barriers to effective planning? How does each interfere with effective planning?

(25 marks)

Question 3

(a) Identify and explain the **THREE (3)** types of authority.

(9 marks)

(b) Explain with examples the **FOUR (4)** types of power.

(16 marks)

Question 4

List and discuss **FIVE (5)** common forms of departmentalisation.

(25 marks)

Question 5

(a) Explain any **THREE (3)** ways how communication can flow in an organization.

(9 marks)

(b) Explain briefly any **FOUR (4)** effective ways on how to overcome barriers to effective communication.

(16 marks)

Question 6

(a) Define Leadership.

With suitable examples, discuss **THREE (3)** leadership styles proposed by the University of Iowa.

(16 marks)

(b) Identify and discuss **THREE (3)** traits associated with leadership.

(9 marks)

