



BERJAYA BUSINESS SCHOOL

FINAL EXAMINATION

Student ID (in Figures) :

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Student ID (in Words) : _____

Course Code & Name : **MGT1113 Management**
 Trimester & Year : September – December 2018
 Lecturer/Examiner : Philip Kwan
 Duration : 2 Hours

INSTRUCTIONS TO CANDIDATES

1. This question paper consists of 2 parts:
 - PART A (25 marks) : TWENTY FIVE (25) multiple choice questions. Answers are to be written in the Multiple Choice Answer Sheet provided.
 - PART B (75 marks) : FIVE (5) short answer questions. Answers are to be written in the Answer Booklet provided.
2. Candidates are not allowed to bring any unauthorised materials except writing equipment into the Examination Hall. Electronic dictionaries are strictly prohibited.
3. This question paper must be submitted along with all used and/or unused rough papers and/or graph paper (if any). Candidates are NOT allowed to take any examination materials out of the examination hall.
4. Only ballpoint pens are allowed to be used in answering the questions, with the exception of multiple choice questions, where 2B pencils are to be used.

WARNING: The University Examination Board (UEB) of BERJAYA University College regards cheating as a most serious offence and will not hesitate to mete out the appropriate punitive actions according to the severity of the offence committed, and in accordance with the clauses stipulated in the Students’ Handbook, up to and including expulsion from BERJAYA University College.

Total Number of pages = 8 (Including the cover page)

PART B : SHORT ANSWER QUESTION (75 MARKS)

INSTRUCTION(S) : FIVE (5) short answer questions. Answer ALL questions. Answers are to be written in the Answer Booklet provided.

1. List and explain the **FOUR (4)** basic functions of management with appropriate example.
(15 marks)

2. List and discuss **FIVE (5)** reasons for planning.
(15 marks)

3. List and explain **FIVE (5)** key elements in designing an organisation's structure.
(15 marks)

4. Describe the **THREE (3)** characteristics of a problem-solving team with relevant examples.
(15 marks)

5. Discuss the differences among a procedure, a rule, and a policy.
(15 marks)

END OF EXAM PAPER