



FACULTY OF BUSINESS

FINAL EXAMINATION

Student ID (in Figures) :

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Student ID (in Words) : _____

Subject Code & Name : **MGT1513 Fundamentals of Management**
Semester & Year : September – December 2024
Lecturer/Examiner : Joseph Choe Kin Hwa
Duration : 3 Hours

INSTRUCTIONS TO CANDIDATES

1. This question paper consists of 2 parts:
PART A (25 marks) : TWENTY FIVE (25) multiple choice questions. Shade your answers in the Multiple Choice Answer sheet in the Answer Booklet provided. You are advised to use a 2B pencil.
PART B (75 marks) : FIVE (5) short answer questions. Answer ALL of the questions. Answers are to be written in the Answer Booklet provided.
2. Candidates are not allowed to bring any unauthorized 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 = 7 (Including the cover page)

PART B : SHORT ANSWER QUESTIONS (75 MARKS)

INSTRUCTION(S) : Answer all **FIVE (5)** questions. Write your answers in the Answer Booklet(s) provided.

Question 1

Henri Fayol, a pioneer in management theory, identified several key principles of management that are still relevant today. Identify **FIVE (5)** of Fayol's principles of management and explain how each principle can be applied in a modern organizational setting to improve management practices.

(15 marks)

Question 2

Planning is a crucial function in management that involves setting objectives and determining the best course of action to achieve them. Explain the **FIVE (5)** key steps involved in the planning process. Provide examples to support your discussion.

(15 marks)

Question 3

Imagine you have been appointed as a manager at a growing company facing challenges with unclear employee roles and responsibilities. Drawing on your understanding of the **FIVE (5)** elements of organizational structure, illustrate how you would go about restructuring the organization.

(15 marks)

Question 4

Motivation is a critical factor in employee performance and organizational success. Apply the motivation theory of Maslow's Hierarchy of Needs to improve employee motivation in a business setting.

(15 marks)

Question 5

In today's digital age, organizations rely heavily on various methods of communication, including verbal, nonverbal, written, and electronic communication. Analyze the advantages and disadvantages of these communication methods in a business setting.

(15 marks)

END OF QUESTION PAPER