



THE CATHOLIC UNIVERSITY OF EASTERN AFRICA

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MAIN EXAMINATION

AUGUST - DECEMBER 2015 TRIMESTER

FACULTY OF SCIENCE

DEPARTMENT OF LIBRARY AND INFORMATION SCIENCE

EVENING PROGRAMME

LIS 411: PRINCIPLES OF MANAGEMENT

Date: DECEMBER 2015

Duration: 2 Hours

INSTRUCTIONS: Answer Question ONE and ANY OTHER TWO Questions

- Q1. a) Explain FIVE characteristic of management. **(10 marks)**
- b) Explain FOUR benefits of scientific management theory. **(8 marks)**
- c) Identify and explain FOUR types of decisions an information officer can undertake in managing an information centre. **(8 marks)**
- d) Outline FOUR principles of organization. **(4 marks)**
- Q2. Make short notes on the planning process a librarian may undertake in planning a disaster management initiative. **(20 marks)**
- Q3. a) Explain FIVE steps involved in the process of controlling. **(10 marks)**
- b) Identify and explain FIVE characteristics of coordination that can be identified in an organization that is well managed. **(10 marks)**
- Q4. a) Outline FOUR key questions to be addressed in the budget making process. **(4 marks)**

- b) Identify and explain the steps to follow when preparing a budget for a library. **(6 marks)**
- c) Explain FIVE styles of conflict management as demonstrated by Thomas-Kilmann conflict style model. **(10 marks)**

END