

শুণ অব বিজনেস

Bangladesh Open University

BBA Program

Semester: 212 (2nd Level)

Course Title: Fundamentals of Management

Due on: November 17, 2023

Instructions

- Answer the all questions in your own handwriting on A4 size white paper.
- Fill-in the cover page of your assignment with care.
- Enclose the photocopy of your ID Card with the assignment (next to the cover page).
- Don't make spiral binding. Instead, make soft binding.
- Submit the assignment to the respective course tutor and ensure his/her signature on your Assignment Acknowledgement Form (see page#4 of Semester Calendar).

Questions

1. (a) Management has been defined a “getting things done through people”. Comment on this definition.
(b) Can you define scientific management? Discuss mental revolution as enunciated by F. W. Taylor.
(c) Describe the functions of Management.
2. (a) “Planning is looking ahead and control is looking back.” comment.
(b) Describe in brief the steps of strategic planning process.
(c) What do you mean by decision making? Discuss the steps of decision making process.
3. (a) Distinguish between formal and informal organization.
(b) Explain the nature of organizing.
(c) What do you mean by effective span? Briefly explain the factors determining an effective span of management.

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1. (a) What do you mean by departmentation by function? Explain the advantages and disadvantages of departmentation by function.
(b) What is staffing? “An organization should follow a promote-from-within policy.” Do you agree or disagree?
2. (a) What is motivation? Elaborate on theory-X and theory-Y assumptions about people.
(b) Describe the Maslow’s Hierarchy of Needs Theory of motivation.
(c) Explain the expectancy theory of motivation.
3. (a) What do you mean by Leadership? Explain in brief the major ingredient of leadership.
(b) “Leaders are born not made” explain in your own views.
(c) Shortly explain the styles or types of leadership.
4. (a) What do you mean by Controlling? Explain in brief the major ingredient of leadership.
(b) Explain the importance of controlling in management.
(c) Describe the steps in control process.