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**SCHOOL OF BUSINESS AND ECONOMICS**

**ABA 102: ELEMENTS OF MANAGEMENT - CONTINUOUS ASSESSMENT TEST**  
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Answer all Questions

1. Distinguish between Management and Administration
2. Explain how a top level manager discharges decisional roles of managers
3. Identify five principles of the administrative theory of management and explain how they are applicable to management in an organization of your choice (name the organization)
4. Explain five major shortcomings of the theory of bureaucracy
5. What is the significance of working capital in an organization
6. Is it better to work as an individual or as groups in an organization
7. Explain five rights of an employee in a situation where management is taking disciplinary action which could lead to dismissal of the employee.