



# **MURANG'A UNIVERSITY COLLEGE**

*(A CONSTITUENT COLLEGE OF JOMO KENYATTA UNIVERSITY OF AGRICULTURE AND TECHNOLOGY)*

**SCHOOL OF HOSPITALITY & TOURISM**

**DEPARTMENT OF HOSPITALITY**

**UNIT CODE : DHM1211**

**UNIT TITLE : PRINCIPLES AND PRACTICE OF MANAGEMENT**

**COURSE TITLE : DIPLOMA IN HOSPITALITY MANAGEMENT**

**DEPARTMENT : HOSPITALITY**

**ACADEMIC YEAR: 2014/15**

**SEMESTER/TERM/SESSION: SEMESTER 2**

**DATE: 7<sup>TH</sup> AUGUST 2015**

**Instructions.**

**Answer question one and any other two questions.**

### **QUESTION ONE**

- a) Highlight five functions of management. (5 marks)
- b) State ten characteristics of a profession. (10 marks)
- (c) Explain five factors governing the effectiveness of supervision (5 marks)

### **QUESTION TWO**

- a) Explain three levels of management.  
Give examples, citing the structure of Murang'a University College. (6 marks)
- b) Explain seven principles of management given by Henry Fayol. (14 marks)

### **QUESTION THREE**

- a) State five characteristics of a valid objective (5 marks)
- b) Highlight seven stages involved in the process of rational decision making (15marks)

### **QUESTION FOUR.**

- (a) Explain five components of the international environment. (5 marks)
- (b) Explain five elements of organization (5 marks)
- (c) ) Several types of tests are used in selecting personnel. Explain each of the following
- intelligence tests
  - aptitude tests
  - personality tests
  - interest tests
  - Proficiency tests.

(10 marks)



# **MURANG'A UNIVERSITY COLLEGE**

*(A CONSTITUENT COLLEGE OF JOMO KENYATTA UNIVERSITY OF AGRICULTURE AND TECHNOLOGY)*

**SCHOOL OF HOSPITALITY & TOURISM**

**DEPARTMENT OF HOSPITALITY**

**UNIT CODE : DHM1212**

**UNIT TITLE : INTRODUCTION TO ACCOUNTING FOR HOSPITALITY  
OPERATIONS**

**COURSE TITLE : DIPLOMA IN HOSPITALITY MANAGEMENT**

**ACADEMIC YEAR: 2014/15**

**SEMESTER/TERM/SESSION: SEMESTER 2**

**DATE: 4<sup>TH</sup> AUGUST 2015**

**SUPPLEMENTARY EXAM**

**Instructions:**

**ANSWER ALL QUESTIONS**

### Question One

a) Define the following terms as used in accounting

- (i) Assets
- (ii) Capital
- (iii) Liabilities
- (iv) Debtors
- (v) Creditors
- (vi) Book-keeping
- (vii) Accounting
- (viii) Purchases
- (ix) Sales

(10 marks)

b) Classify each of the following items as either assets, liabilities or capital.

- (i) Office machinery
- (ii) Drawings
- (iii) Fixtures and fittings
- (iv) Net Profit
- (v) Motor vehicles
- (vi) Bank loan
- (vii) Stock
- (viii) Accruals
- (ix) Bank overdraft
- (x) Prepayments

(10 marks)

### Question Two.

a) ABC Traders had the following items in the balance sheet as at 31 January,2015.

	Shs
Capital	500,000
Creditor	30,000
Building	300,000
Stock	35,000
Debtors	2500
Bank	192,500

During the first week of February 2015 the following transactions took place.

February 1: bought a motor vehicle Sh. 180,000/= paying for it by cheque.

February 2: borrowed sh. 100,000/= from D. Omino and received a cheque for the amount.

February 3: paying a Creditor sh. 14,000/= by cheque

February 4: received a cheque for sh. 2,000/= from a debtors

February 5: bought some goods on credit for sh.10, 000/=

February 6: bought shop fittings for sh.42, 000/= paying for them by cheque.

Prepare a statement of financial position (balance sheet) as at February 6, 2015 (8 Marks)

2 (b) The following balances were extracted from the books of XYZ Traders as at December, 2014

Stock	30,000/=
Capital	210,000/=
Drawings	83,000/=
Loan from Angaka	100,000/=
Cash in hand	4,000/=
Cash at Bank	12,000/=
Trade creditors	90,000/=
Trade Debtors	120,000/=
Fixtures and fittings	75,000/=
Shop premises	200,000/=
Carriage outwards	11000/=
Carriage inwards	16,000/=
General expenses	7000/=
Wages	52,000/=
Rent	24,000/=
Lighting and heating	19,000/=
Returns outwards	8,000/=
Purchases	405,000/=
Sales	662,000/=

### Required

A trial balance as at 31 December, 2014.

(12 marks)

### QUESTION 3

The following transactions relate to KLM Traders for the month ended 31<sup>st</sup> January 2015.

Jan.	1	Started business with capital in cash	Ksh.	25,000
	2	Bought goods on credit from the following		
		Persons:		
		Lukas Mwangi		5,400
		Patrick Chege		8,700
		Lucy Kabura		2,500
		Millicent Omondi		7,600
		Mary Kahingu		6,400

3. Sold goods on credit to:  
 Jackson Karabu sh.4,300.  
 Virginia Kungu sh.6,200,  
 Kamau Josephine sh.17,600
- 7 Paid rent sh.1,200 in cash
- 10 Jackson Karabu paid us his account by cheque Ksh. 4,300.
- 11 Kamau Josephine paid us sh.15,000 by cheque.
- 13 We paid the following by cheque
- |                |           |
|----------------|-----------|
| ✓ Lucy Kabura  | Ksh.2,500 |
| ✓ Lukas Mwangi | Ksh.5,400 |
- 16 Paid carriage outwards by cash Ksh. 2,300
- 19 Bought goods on credit from:
- |                  |            |
|------------------|------------|
| Lukas Mwangi     | Ksh. 4,300 |
| Millicent Omondi | Ksh.11,000 |
- 22 Sold goods on credit to Kungu Virginia Ksh. 6,700
- 31 Paid rent by cheque Ksh. 1,800

**Prepare:**

- a) Ledger account to record the above transactions.
- b) Balance the accounts as at 31 January 2015.
- c) Extract a trial balance as at 31<sup>st</sup> January 2015.

**(30 marks)**

*The End*