

**NATIONAL OPEN UNIVERSITY OF NIGERIA**

**Plot 91, Cadastral Zone, Nnamdi Azikiwe Express Way, Jabi - Abuja**

**FACULTY OF MANAGEMENT SCIENCES**

**DEPARTMENT OF ADMINISTRATION**

**OCTOBER/NOVEMBER EXAMINATION 2016**

**COURSE CODE: MGS735**

**COURSE TITLE: ELEMENTS OF BUSINESS ADMINISTRATION**

**CREDIT UNIT: 2**

**INSTRUCTIONS: 1. Attempt question Number one (1) and any other two (2)**

**2. Question number 1 is compulsory and carries 30 marks, while the other questions carry 20 each**

**3. Present all your points in a coherent and orderly manner**

**TIME ALLOWED: 2 Hours**

1. Assess the impact of President Obasanjo’s policy on salary increase and mobile technology [GSM] on the current economy of Nigeria 30 marks
2. a. Discuss briefly the role of accounting in business 5 marks

b. Write short notes on these;

1. Delivery of wrong quantity
2. Warranty
3. Hire purchase
4. Bailment
5. Sales by description

15 marks

3 a. What do you understand by the term communication? 10 marks

b. What are the factors influencing organizational communication? 10 marks

4. Discuss in detail five reasons why businesses do not carry out its social responsibility

20 marks

5. a. Differentiate between Business Administration and Management 10 marks

b. Describe with example the responsibilities of Top management, Line

management andLine Organization10 marks