



NATIONAL OPEN UNIVERSITY OF NIGERIA
91, CADASTRAL ZONE, UNIVERSITY VILLAGE, JABI, ABUJA
FACULTY OF MANAGEMENT SCIENCES
DEPARTMENT OF ENTREPRENEURIAL STUDIES
2022_2 EXAMINATION

COURSE CODE: ENT809

COURSE UNIT: 2

COURSE TITLE: ADVANCING MANAGING SMALL ENTERPRISES

TIME ALLOWED: 2 (TWO) HOURS

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- 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 marks each.
 3. Present all your points in coherent and orderly manner

QUESTION 1

Ajons Kamal & Co. Ltd. Sales Budget

Area and products	Months				
	OCT	NOV	DEC	Total	
	N	N	N	N	
Sales Area A					6marks
Product X	900	1,050	1,200	xx	
Product Y	<u>15.750</u>	<u>16.800</u>	<u>17.850</u>	<u>xx</u>	
Total	<u>xx</u>	<u>Xx</u>	<u>xx</u>	<u>xx</u>	
Sales Area B					6marks
Product X	1,800	2,100	2,400	xx	
Product Y	<u>9,450</u>	<u>10.080</u>	<u>10.710</u>	<u>xx</u>	
Total	<u>,xx</u>	<u>Xx</u>	<u>Xx</u>	<u>xx</u>	
Sales Area C					10marks
Product X	6,300	7,350	8,400	xx	
Product Y	<u>6.300</u>	<u>6.720</u>	<u>7.140</u>	<u>xx</u>	
Total	<u>xx</u>	<u>xx</u>	<u>xx</u>	<u>xx</u>	
Total of all assets	<u>xx</u>	<u>xx</u>	<u>xx</u>	<u>xx</u>	

The above table is Ajons Kamal & Co. Ltd. Sales Budget for the months OCT, NOV, DEC 2021. You are to CALCULATE (1-3):

- I. Area and products X and Y
- II. Total Sales Area A, B, C
- III. Total of all Assets
- IV. Determine which area as the highest and lowest sales budget
- V. As a business consultant kindly Advice Ajons kamal & Co Ltd on products and sales area.

QUESTION 2

2A. The purpose for the Records Retention Committee is to provide guidance for the Records Director for establishing and operating a retention and disposition program as a component for records management program covering three aspects this are

- Periods of time for records to be maintained
- Appropriate methods for disposition of records

Measures to be taken when a record disposition must be suspended due to litigation or audit. *Brief illustrate the Procedures in developing records retention programme by Records Retention Committee.*

2B. List and explain Advantages of developing a retention programme.

QUESTION 3

3A. Nevertheless, Fayol's contribution to management theory is unique and valuable. He identified six activities that must be accomplished in all industrial organizations.

State and explain the six activities that must be accomplished in all industrial organizations identified by Henry Fayol's.

3B What are the reasons for the usefulness of Principles in Management of small scale enterprise?

QUESTION 4

Planning is said to be the essence of management yet there is no formula for planning. Business people have attempted so much while striving to get effective process of planning. *Identify and explain steps in planning process.*

QUESTION 5

Controlling is the action by which a superior monitor or checks current operations and compares results with goals and other standards of performance established during the planning function if current activities and/or results deviates from original plans, or standards, corrective action is required to get things back on path. We must note that for control to be effective, there are pre-requisites. **Identify and explain the requisites of effective controls.**

BEST OF LUCK