



**PEPERIKSAAN AKHIR / FINAL EXAMINATION  
SEMESTER II – SESI 2020/2021**

KOD KURSUS : DPP 1113  
*COURSE CODE*

NAMA KURSUS : PRINSIP PENGURUSAN  
*COURSE NAME : PRINCIPLE OF MANAGEMENT*

TAHUN/PROGRAM : 1/DIPLOMA PENGURUSAN PERNIAGAAN  
*YEAR/PROGRAMME : 1/DIPLOMA IN BUSINESS MANAGEMENT*

TEMPOH : 2 JAM 30 MINIT  
*DURATION : 2 HOURS 30 MINUTES*

TARIKH : APRIL 2021  
*DATE*

**ARAHAN  
INSTRUCTION**

1. JAWAB SEMUA SOALAN  
*ANSWER ALL QUESTIONS*
2. TULIS JAWAPAN ANDA DI DALAM KERTAS JAWAPAN YANG DISEDIAKAN.  
*WRITE YOUR ANSWER IN THE GIVEN ANSWER SHEETS.*
3. CALON DIKEHENDAKI MEMATUHI SEMUA ARAHAN DARIPADA PENGAWAS PEPERIKSAAN.  
*CANDIDATES ARE REQUIRED TO FOLLOW ALL INSTRUCTIONS GIVEN BY THE EXAMINATION INVIGILATORS.*

NO. K/P <i>I/C NO.</i>	
TAHUN/PROGRAM <i>YEAR/PROGRAMME</i>	
NAMA PENSYARAH <i>LECTURER'S NAME</i>	

KERTAS PEPERIKSAAN INI MENGANDUNGI 6 MUKA SURAT BERCETAK TERMASUK MUKA HADAPAN  
*THIS EXAMINATION PAPER CONSISTS OF 6 PAGES INCLUDING THE FRONT PAGE*

**ARAHAN: JAWAB SEMUA SOALAN**  
**[INSTRUCTION: ANSWER ALL QUESTIONS]**

**SOALAN 1****[QUESTION 1]**

- a. Apakah maksud pengurusan?

*[What is management?]*

(2 Markah/Marks)

- b. Huraikan **EMPAT (4)** fungsi pengurusan.

*[Describe **FOUR (4)** function of management.]*

(8 Markah/Marks)

- c. Huraikan **TIGA (3)** jenis kemahiran yang diperlukan oleh pengurus.

*[Describe the **THREE (3)** types of skills required by manager.]*

(6 Markah/Marks)

- d. Terangkan peranan pengurus yang perlu dilaksanakan di organisasi.

*[Explain the role of managers that need to be implemented in the organization?]*

(4 Markah/Marks)

**SOALAN 2****[QUESTION 2]**

- a. Berikan definisi bagi perancangan.

*[Give definition of planning.]*

(2 Markah/Marks)

- b. Huraikan **TIGA (3)** peringkat perancangan berserta contoh.

*[Describe **THREE (3)** levels of planning with example.]*

(6 Markah/Marks)

- c. Terangkan proses yang terlibat dalam Pengurusan Melalui Objektif (MBO).

*[Explain the Management by Objectives (MBO) process.]*

(8 Markah/Marks)

- d. Nyatakan **DUA (2)** faedah bagi perancangan yang baik di dalam organisasi.

*[State **TWO (2)** benefits of good planning in organization.]*

(4 Markah/Marks)

**SOALAN 3****[QUESTION 3]**

- a. Berikan definisi bagi Struktur organisasi.

*[Give definition of organizational structure.]*

(2 Markah/Marks)

- b. Bezakan di antara konsep pemusatan dan pemencaran di dalam struktur organisasi dan jelaskan juga kelebihan dan kekurangannya.

*[Differentiate between the concept of centralized and decentralized of organizational structure, and explain their advantages and disadvantages.]*

(8 Markah/Marks)

- c. Berikan **DUA (2)** perbezaan di antara struktur organisasi fungsian dan matriks.

*[Give **TWO (2)** differences between functional and matrix organizational structure.]*

(4 Markah/Marks)

- d. Terangkan **TIGA (3)** faktor yang kurang melibatkan penyelia dan dapat meluaskan saiz kawalan pekerja.

*[Explain **THREE (3)** factors that are less involving supervisors and can expand the size of employee control.]*

(6 Markah/Marks)

**SOALAN 4****[QUESTION 4]**

- a. Apakah maksud membuat keputusan?

*[What is decision making?]*

(2 Markah/Marks)

- b. Bezakan di antara keputusan terprogram dan tidak terprogram .

*[Differentiate between programmed and non-programmed decisions.]*

(4 Markah/Marks)

- c. Terangkan **EMPAT (4)** gaya dalam membuat keputusan.

*[Explain **FOUR (4)** styles of decisions making.]*

(8 Markah/Marks)

- d. Nyatakan apakah halangan-halangan bagi membuat keputusan yang baik.

*[State what are barriers to making good decisions?]*

(6 Markah/Marks)

**SOALAN 5****[QUESTION 5]**

- a. Definisi kepimpinan dan terangkan kepentingannya kepada organisasi.

*[Define leadership and explain its importance for organizations.]*

(4 Markah/Marks)

- b. Bezakan di antara pemimpin karismatik dan transformasi.

*[Distinguish between charismatic and transformational leadership.]*

(4 Markah/Marks)

- c. Huraikan **TIGA (3)** jenis kuasa yang ada bagi seorang pengurus?

*[Elaborate **THREE (3)** types of manager's power?]*

(6 Markah/Marks)

- d. Kenalpasti dan terangkan **TIGA (3)** jenis gaya kepimpinan yang diperkenalkan oleh Kurt Lewin dan rakan beliau dari Universiti IOWA.

*[Identify and explain **THREE (3)** types of leadership that were introduced by Kurt Lewin and his friend from IOWA University.]*

(6 Markah/Marks)

**SOALAN TAMAT****[END OF QUESTIONS]**