UNIVERSITY OF FORT HARE

ARM 504

MAIN EXAMINATIONS

OCTOBER/NOVEMBER 2018

Time: 3 HOURS

Subject: MANAGEMENT STUDIES

Marks: 100

This paper consists of 2 pages including cover page

Internal Examiner/s

Dr N. Muchaonyerwa

External Examiner/s

Prof. P Ngulube

INSTRUCTIONS

1. Select four questions
2. Write neatly and legibly
3. Each question carries 25 marks
QUESTIONS

1. Discuss why training is essential in organizations such as archives and records management institutions.  \[25\text{marks}\]

2. Discuss the concept of “management” and the Three (3) main forces behind the management thought and indicate how these have gained importance in the management of records in public sector organizations. \[25\text{marks}\]

3. (a) What is a strategic plan?  \[5\text{ marks}\]

   (b) Discuss the Strength Weaknesses Opportunities and Threats (SWOT) analysis in creating a clear and intelligible strategic plan for your archives and records management facility. \[20\text{ marks}\]

4. Define the term grant and discuss in detail how do you give an advice to any organization looking to write better grants.  \[25\text{ marks}\]

5. Discuss any one (1) theory of management and its application to archives and records management. \textbf{Give practical examples.} \[25\text{marks}\]