

COVENANT UNIVERSITY

TUTORIAL KIT

PROGRAMME: BUSINESS
ADMINISTRATION

ALPHA SEMESTER

300 LEVEL



Raising A New Generation Of Leaders

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COVENANT UNIVERSITY

CANAANLAND, KM 10, IDIROKO ROAD
P.M.B 1023, OTA, OGUN STATE, NIGERIA.

TITLE OF EXAMINATION: B.Sc Degree Examination

COLLEGE: College of Business and Social Sciences

SCHOOL: School of Business

DEPARTMENT: Business Management

SESSION: 2014/2015

ALPHA

COURSE CODE: BUS 311

3

COURSE TITLE: Organizational Behaviour

INSTRUCTION: Answer Any Four (4) Questions

3 HOURS

SEMESTER:

CREDIT UNIT:

TIME:

-
1. a. Learning is a relatively permanent change in behaviour (or behaviour tendency) that occurs as a result of a person's interaction with the environment. Expatiate.
(5 marks)
 - b. Explain two perspectives/theories of Learning Tacit and Explicit Knowledge in organizations, and how these theories can be applied in modern day organizations seeking to promote learning amongst the employees.
(8½ marks)
 - c. Why is unlearning an important concept for managers in business organizations?
(4 marks)
 2. a. What is organizational change?
(2 mark)
 - b. Review the various forces of change that can be manipulated or adopted by any organization in order to achieve her goals and objectives.
(5 marks)
 - c. Why do organizational members resist change and what are the measures that can be taken to manage the resistance to change in organizations.
(10½ marks)
 3. a. "Innovation in organizations does not usually require a large organizational change, but large scale organizational change always requires multiple innovations". Elucidate, establishing the relationship between change and innovation in any organization.
(17½ marks)
 4. a. What is the relationship between work and leisure? Explain different ways through which organizational members can manage work and leisure in order to create a balance.
(8½ marks)
 - b. Summarize the socio-cultural importance of leisure to individuals in any society.
(5 marks)
 - c. In what ways can a difference, be established between unpaid work and leisure?
(4 marks)

5. a. Explain the categories of tasks in organizations, indicating the differences amongst them.
(5 marks)
- b. Explain three approaches to understanding the impact of psychological environments on psychological well-being of employees in organizations.
(12½ marks)
6. a. Briefly explain the basic elements of individual behaviour in any organization.
(8½ marks)
- b. Explain the stages of group development in modern organizations.
(5 marks)
- c. What is Groupthink? How can groupthink be minimized or managed amongst groups in organizations?
(4 marks)

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SCHOOL: Business

DEPARTMENT: Business Management

SESSION: 2014/2015

SEMESTER: ALPHA

COURSE CODE: BUS 313

CREDIT UNIT: THREE (3)

COURSE TITLE: Business Law

TIME: 2hrs 30mins

INSTRUCTION: ANSWER Four (4) Questions. Each Question carries equal mark.

1. Comprehensively discuss all the essentials or elements of a valid contract; using relevant principles, statutes and decided cases. **(17 ½ marks)**

2. (a) Mr. Ade appointed Mr. Niyi a salesman, as his agent to handle the sale of new Rava4 Toyota Jeeps 2014 Model. It was agreed by the parties that Mr. Niyi should use his skills to promote sales and that he would be paid N5, 000:00 per months as salary plus 10% commission on every sale. The jeeps are to be sold for ₦5.5 Million per one. Mr. Niyi sold one in the first month of his appointment for ₦7Million Naira. He only remitted the sum of ₦5.5 Million to Mr. Ade and pocketed the balance ₦1.5 Million. Mr. Niyi abandoned his duty for two weeks and sub-delegated his duty to his friends without any permission whatsoever from Mr. Ade. Two weeks later Mr. Ade got to know that the Jeep was sold for ₦7Million Naira. He decided to sack Mr. Niyi and he is also contemplating suing him for the excess profit made. Advise the parties on their respective rights under the law of agency in Nigeria and the chances of their actions in Court if any. **(7 ½ marks).**

2. (b) Agency relationship can arise in several ways. Some of these ways are Ratification and Necessity. Explain what “Agency of Necessity” means and state the conditions that are sine qua non for such agency relationship to arise in Nigeria. **(10 Marks)**

3. (a) Folu, aged 20 is married and has one child called Goodness. As a petty trader in Sango- Ota, he earns about ₦3, 500:00 weekly. He enters into the following transactions:
 - a. He ordered a safari suit worth ₦30, 000 from Tommy Home of Fashion.
 - b. Lease a flat from Ade for 3 years at ₦100, 000 per annum.
 - c. Order a consignment of goods worth ₦50, 000 for his business.
 - d. Purchase a New Rava4 Toyota Jeep 2014 worth ₦8Million for his girlfriend’s birthday.

Advise Folu as to his liability on each of these transactions. (7 ½ Marks)

3. (b) Mr. Adesola is contemplating entering a contract for the supply of frozen fish with Joshua Farms Nigeria Ltd. As the best student in Law of Contract, explain the following legal concepts to him before he executes the contract:
- a. Intention to create legal relations.
 - b. Void and Voidable Contract
 - c. Executed and Executory Consideration
 - d. Duress and undue influence.
 - e. “Delegatus non potest delegare” (10 Marks)
4. Mrs. Day has made a proposition to buy 6 fairly used cars from Mr. Jay at 10 million naira. Mr. Jay is willing to sell to Mrs. Day, the latter having agreed to pay the price as soon as she receives confirmation of Mr. Jay’s intention to sell. However, there is an emerging issue that the cars proposed for sale by Mr. Jay were smuggled into the country and have not been duly cleared by the Customs authorities. Moreover, questions are now being raised in this regard as to the validity of the proposed contract between Mrs. Day and Mr. Jay. In view of the above facts you are required to:
- (a) Identify and analyse the relevant issues that are necessary towards the crystallization of a valid contract between the parties in issue. (12 ½ marks)
 - (b) Justify from a legal standpoint, the reasons that may prevent the completion of the contract by the parties in view of the emerging issue captured above. (5 marks)
5. It is important nowadays for contractual arrangements to accommodate the commercial realities and peculiarities of a particular context. In light of this statement you are required to:
- (a) Identify at least three (3) attributes of hire purchase that makes it applicable and adaptable to Nigeria’s socio-economic environment. (5 ½ marks)
 - (b) Distinguish a typical hire-purchase contract from any other three (3) known contractual models or arrangements. (6 Marks)
 - (c) State three (3) requirements that a hire- purchase contract must comply with bearing in mind the provisions of the Hire Purchase Act in this regard. (6 Marks)
6. (a) Segun bought a television for N300, 000.00 from Abel in December last year. However, the television did not belong to Abel. In fact, it was stolen from a Supermarket. In March 2013, the police traced and recovered the television from Segun. Segun wants to bring an action against Abel for the price of the television. Advise him. (5 Marks).
- 6 (b) Explain the basic elements of contract of sale of goods and the remedies for breach of duty in line with the following (12 ½ marks)
- i. Rights of the unpaid Seller against the buyer and the goods.
 - ii. Remedies of the Buyer

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COLLEGE: COLLEGE OF BUSINESS AND SOCIAL SCIENCES

SCHOOL: SCHOOL OF BUSINESS

DEPARTMENT: BUSINESS MANAGEMENT

SESSION: 2014/2015

SEMESTER: ALPHA

COURSE CODE: BUS 314

CREDIT UNIT: 3

COURSE TITLE: PRODUCTION MANAGEMENT

INSTRUCTION: ANSWER FOUR QUESTIONS

TIME: 3Hours

Question 1

- (i) Interchangeability of parts and cost accounting is often attributed to (a) Frederick Taylor (b) Charles Babbage (c) Henry Gantt (d) Eli Whitney
- (ii) Enumerate three key contributions of the Scientific Management movement to production management
- (iii) Human aspect of job design and factory work is the focus of (a) Scientific movement, (b) Human movement, (c) Human relations movements (d) Management Science
- (iv) Enumerate two basic features of a Job shop production system
- (v) Production of discrete parts or sub-assembly using continuous process is a feature of production system
- (vi) Identify two key objectives of production management
- (vii) layout group equipment and facilities according to their functions
- (viii) The layout of Covenant University clinic is an example ofLayout

(10 marks)

Question 2

- (a) Explain the term 'facility locations' (3 marks)
- (b) Suppose the government of Ogun State has appointed you as consultant to advise the government on the location of modern healthcare facility in the state describe the general procedure that could be adopted in the selection of location. (5½ marks)
- (c) Ross Corporation has a heavy product, and transportation costs. One market area include the central states in Nigeria and the south west states. More than 6,000tons are to be shipped to eight major customer locations as indicated in the table below

| Customer location | Tons Shipped | X,Y Coordinates |
|-------------------|--------------|-----------------|
| Akure | 50 | (7,13) |
| Osogbo | 920 | (8,12) |
| Ilorin | 700 | (11,10) |
| Minna | 350 | (11,7) |

| | | |
|---------|-------|---------|
| Kadunna | 90 | (12,4) |
| Ibadan | 2,270 | (13,11) |
| Jos | 160 | (14,10) |
| Lagos | 1,530 | (15,5) |

- (i) Calculate the centre of gravity, rounding distance to the nearest tenth (6 marks)
- (ii) Calculate the load-distance score for the location, using rectilinear distance (5½ marks)

Question 3

- (a) Define the term ‘inventory’ and what are the justifications for holding inventories by corporations? (2 marks)
- (b) Identify three types of costs involved in inventory management (give examples of each) (7 marks)
- (c) Enumerate the assumptions of the economic order quantity inventory model (EOQ) (5 marks)

(d) Covenant Holdings is a major distributor of Air condition unit. The company expects to sell approximately 9,600 units next year. Annual carrying cost is N16:00 and ordering cost is N75:00. The company operates 288days a year

- (i) What is the economic order quantity EOQ? (3 marks)
- (iii) What is the total annual cost if the EOQ quantity is ordered? (3 marks)

Question 4

- (a) Briefly discuss the concept of ‘Product Layout’ and principles of effective plant layout (7 marks)
- (b) Assume the information below relates to an assembly line operation in a car assembly plant. The daily required output is 940 units; assume an 8-hour working day

| Tasks | Task Description | Task time | Precedence Task |
|-------|------------------|-----------|-----------------|
| A | Top | 0.20 | - |
| B | Bottom | 0.25 | - |
| C | Top and Bottom | 0.44 | A, B |
| D | Valve Assembly | 0.22 | C |
| E | Valve C | 0.20 | C |
| F | Cover inside | 0.44 | D, E |
| G | Paint | 0.40 | F |

Required:

- (i) Draw the precedence diagram (3 marks)
- (ii) Determine the Operation Cycle time (3 marks)
- (iii) Calculate the number of work stations (2 marks)

- (iv) Use appropriate heuristic approach to assign tasks to work stations (3 marks)
- (v) What is the efficiency rate of the line? (2 marks)

Question 5

A Company has two plants one in Akure and one in Ijebu-Ode. The company also operates warehouses in Ibadan, Lagos, Abeokuta and Ilorin. Forecast indicates that demand soon will exceed supply and a new plant with a capacity of 8,000 cases per week is needed. The problem is where to locate the new plant. Two sites being considered are Osogbo and Offa. The following data on capacities, forecasted demand and transportation costs have been gathered.

Transportation cost to Warehouse is as shown below

| Plant | Ibadan | Lagos | Abeokuta | Ilorin | Capacity |
|---------------------------------|--------|--------|----------|--------|----------|
| Akure | N7:00 | N2:00 | N4:00 | N5:00 | 10,000 |
| Ijebu-Ode | N3:00 | N1:00 | N5:00 | N2:00 | 7,500 |
| Osogbo (Alternative 1) | N6:00 | N9:00 | N7:00 | N4:00 | 8,000 |
| Offa (Alternative 2) | N2:00 | N10:00 | N8:00 | N3:00 | 8,000 |
| Demand | 7,000 | 9,000 | 4,500 | 5,000 | 25,000 |

Required: For each alternative new plant location, determine the transportation pattern that will minimize total transportation costs using

- (i) Northwest Corner method (8 marks)
- (ii) Least Cost Method (8 marks)
- (iii) On the basis of your answers in (i) above where should the new plant be located? (4 marks)

Question 6

(a) Briefly discuss the basic features of batch production system (4 marks)

(c) The service department of Don Auto works operates with four mechanics: Bola, David, Sola and John, all of comparable training. However, the estimated labour requirements for jobs scheduled for service vary with each mechanic. Processing times for each possible assignment are as shown below:

| Jobs | Time in Minutes | | | |
|------|-----------------|-------|------|------|
| | Bola | David | Sola | John |
| A | 35 | 25 | 25 | 30 |

| | | | | |
|---|----|----|----|----|
| B | 15 | 15 | 45 | 55 |
| C | 15 | 5 | 10 | 30 |
| D | 25 | 10 | 35 | 30 |

Required

(a) Determine the optimal assignment (10 marks)

(b) Determine the minimum total labour time of the optimal assignment (6 marks)