



NATIONAL OPEN UNIVERSITY OF NIGERIA
Plot 91, Cadastral Zone, Nnamdi Azikiwe Express Way, Jabi - Abuja
FACULTY OF MANAGEMENT SCIENCES
Month EXAMINATION 2018

COURSE CODE: BUS325

COURSE TITLE: Human Resources Management

CREDIT UNIT: 3

INSTRUCTION:

- 1. Indicate your Matriculation Number clearly**
- 2. Attempt question one (1) and any other three (3) questions; four questions in all**
- 3. Question one (1) is compulsory and carries 25 marks, while the other questions carry 15 marks each.**
- 4. Present all your points in a coherent and orderly**

Manner

TIME ALLOWED: 2½ Hours

1a) Define Retirement and explain the two main types of retirement.

15Marks

1b) Explain the Historical Evolution of Human Resources Management.

10Marks

2a) Discuss the categories HRM functions.

5Marks

2b) Write concise note on the following.

- Formal Organization

2Marks

-Informal Organization

2Marks

-Responsibility

2Marks

-Authority

2Marks

-Accountability

2Marks

3) Give account of various approaches to job design

15Marks

4a) Identify ten (10) Sources of Job Analysis Information.

5Marks

4b) Job description is written summaries of the basic tasks associated with a particular job. This may also include the nature and scope of the job. Explain steps taken in job description.

10Marks

5a) Define the term Recruitment and analyze areas of Recruitment.

8Marks

5b) Define training and core motives of training.

7Marks

6a) Discuss the fundamental assumptions underlying The New Theory of Management Theory X.

8Marks

6b) What are the various models of communication.
7Marks