



**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

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|--|---------|
| 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  |