NATIONAL OPENUNIVERSITY OF NIGERIA
PLOT 91, CADASTRAL ZONE, NNAMDI AZIKIWE EXPRESS WAY, JABI – ABUJA
FACULTY OF MANAGEMENT SCIENCES
DEPARTMENT OF BUSINESS ADMINISTRATION
2019_1 EXAMINATION

COURSE CODE: BUS325 CREDIT UNIT: 3
COURSE TITLE: HUMAN RESOURCES MANAGEMENT
TIME ALLOWED: $2^{1/2}$HRS
INSTRUCTIONS:
1. Attempt Question One (1) and any other three (3) questions
2. Question 1 carries 25 marks, while the other questions carry 15 marks each.
3. Present all points in coherent and orderly manner

1a. Define human resource management and enumerate its importance. **(15 marks)**

b. Evaluate the difference between human resource management and personal management. **(10 marks)**

2a. Discuss the management functions of personnel management under planning, organizing, directing and controlling. **(10 marks)**

b. Enumerate the staff role in the personal department. **(5 marks)**

3a. Explain the three (3) important approaches to job design in relation to achieving organizations goal. **(10 marks)**

b. List out the essential criteria for effective examination and briefly describe each. **(5 marks)**

4a. Describe job design as it relate to job analysis. **(10 marks)**

b. Explain in details the principal sources of job analysis and the information that can be provided.

(5 marks)

5a. Compare and contrast formal and informal relationship in an organization. **(10 marks)**

b. List and explain the types of in-service training available.

(5 marks)

6. Using Nigeria as a case study, discuss the consideration used in the determination of salaries and wages.

(15 marks)