



THE CO-OPERATIVE UNIVERSITY OF KENYA

**BACHALOR OF COMMERCE/ COOPERATIVE BUSINESS AND AGRI-BUSINESS.
HUMAN RESOURCE MANAGEMENT**

EXAMINATION FOR END OF SEMESTER

**INSTRUCTIONS : ANSWER QUESTION ONE (COMPULSORY) AND ANY OTHER
TWO QUESTIONS**

TIME 3 HOURS

DATE: AUGUST 2019

Question One

- a) Human resource is currently regarded to be the most important resource in an organization. Explain the measures that the management should take to ensure that the resource is properly utilized. (10 marks)
- b) Explain the challenges that face Human Resource Managers in the management of human resources (10 marks)
- c) XYZ Company has not been inducting new employees for the last five years. As a consultant highlight to XYZ Company the activities that are involved in inducting process (10 marks)

Question Two

- a) Highlight the characteristics of recruitment policy that should form a vital component of Human Resource Management guidelines of an enterprise (10 marks)
- b) One of the responsibilities of the Human Resource Department is to develop job description of the various categories of staff in the organization. Design a job description for a typical Human Resource Manager (10 marks)

Question Three

- a) Human resource specialists advocate for the development of systematic human resource plans in organizations.
Explain the rationale for using the human resource planning in an organization. (10 marks)
- b) Staffing process is not complete with placement of the employees. As an expert in HR, explain the importance of placement of new employees to the organization. (10 Marks)

Question Four

- a) Explain the factors that determine the organization and staffing of Human Resource department (10 marks)
- b) Explain the following ;

- i. Recruitment and selection
- ii. Human Resource and Personnel Management
- iii. Job analysis, job description and person specification
- iv. Placement and Induction
- v. Globalization and workforce diversity

(10 marks)

Question Five

- a) As a Human Resource expert explain to Keno Enterprises the emerging issues in the management of human resources (10 Marks)
- b) Explain the influence of external environment in the management of human resources (10 Marks)



THE CO-OPERATIVE UNIVERSITY OF KENYA

BACHALOR OF COMMERCE

BCOM 204 : PRINCIPLES OF PURCHASING AND SUPPLIES

EXAMINATION FOR END OF SEMESTER

INSTRUCTIONS : ANSWER QUESTION ONE (COMPULSORY) AND ANY OTHER TWO QUESTIONS

TIME 3 HOURS

DATE: AUGUST 2019

Question One

- a) Explain the relationship between purchasing and other departments within the organization (10 marks)
- b) The procurement officers are supposed to abide to the ethical code of the Institute of Purchasing and Supply. Explain such codes. (10 marks)
- c) Using a diagram, explain the scope of logistics within the supply chain (10 marks)

Question Two

- a) Explain the critical roles that standardization plays in purchasing (10 marks)
- b) Supply chain organizations should be able to ensure materials are handled effectively. Discuss the principles of materials handling (10 marks)

Question Three

- a) Calculate the Economic Order Quantity (EOQ) where the acquisition cost is kshs 60, holding cost ksh 18 per item, annual demand 240 items, price per item 50 kshs. For how long would the EOQ last (10 marks)
- b) Examine the indicators of procurement fraud in an organization and how they can be minimized. (10 Marks)

Question Four

- a) Discuss the main stages that are involved in procuring /acquiring goods, services or works from prospective suppliers (10 marks)
- b) Discuss the strategies that an organization may use to ensure it buys quality products (10 marks)

Question Five

- a) Every organization is supposed to have sufficient stock for smooth operations. Explain the reasons for holding stock and the costs associated with it. (10 Marks)
- b) i) Explain the methods that can be used to evaluate the suppliers (5 marks)
ii) Differentiate between outsourcing and sub contacting and the reasons for subcontracting. (5 marks)



THE CO-OPERATIVE UNIVERSITY OF KENYA

BACHELOR OF COMMERCE

BCOM 2108: ENTREPRENEURSHIP SKILLS

EXAMINATION FOR END OF SEMESTER

INSTRUCTIONS: ANSWER QUESTION ONE (COMPULSORY) AND ANY OTHER TWO QUESTIONS

TIME 3 HOURS

DATE: AUGUST 2019

Question One

- Explain the contributions of entrepreneurs to the national development. (10 marks)
- Mr Kungu was recently awarded a bonus of Kshs 500,000 by his employer. He is in a dilemma whether to buy shares in the Nairobi Stock Exchange or start a car import business. Examine the criteria that Mr Kungu should use to arrive at a viable business opportunity (10 marks)
- After operating his business for two years M/s Kamene was advised by a consultant to write a business plan. Explain the reasons for such advice (10 marks)

Question Two

- Discuss the cultural factors that promote entrepreneurship development (10 marks)
- Differentiate between the following terms as used in entrepreneurship; Creativity, innovation and invention (3 marks)
 - Describe the creativity thinking process (7 marks)

Question Three

- Explain the theories that explain the emergence of entrepreneurs (10 marks)
- Highlight some of the risks that entrepreneurs face and the strategies that entrepreneurs use to minimize them (10 marks)

Question Four

- Small business owners should always engage in creative and innovative ways of doing business if they expect to succeed. Explain this statement (10 marks)
- Examine the internal motivation and drives that induce a person to become an entrepreneur (10 marks)

Question Five

- It has been observed that in Kenya there is an entrepreneurial culture. Discuss this statement (10 marks)
- Explain the problems of starting and operating small enterprises (10 marks)