



The Co-operative University College of Kenya
(A Constituent College of Jomo Kenyatta University of Agriculture & Technology)

SUPPLEMENTARY/SPECIAL EXAMINATION -2016

EXAMINATION FOR THE DEGREE OF BACHELOR OF COMMERCE

UNIT CODE: HBC 2204

UNIT TITLE: HUMAN RESOURCE MANAGEMENT

DATE:

TIME: 2 HOURS

INSTRUCTIONS:

- Answer question **ONE (compulsory)** and any other **TWO** questions

QUESTION ONE

- (a) Explain the objectives of human resource planning (10 marks)
(b) Highlight the sources of recruitment (10 marks)

QUESTION TWO

- (a) Define the meaning of employees relations and explain different parties to employees relations (10 marks)
(b) Imagine that you have been given the mandate as a human resources manager to take care of discipline in the organization, explain what is entails (10 marks)

QUESTION THREE

- (a) Explain different methods of training
(b) Explain the functions of human resource management (10 marks)

QUESTION FOUR

- (a) Outline the grounds of dismissal in an employment (10 marks)
(b) As a safety manager of company ABC identify ways in which accidents could be prevented (10 marks)

QUESTION FIVE

- (a) Explain the functions of HRM (10 marks)
(b) Explain the contents of a job description (10 marks)