



NATIONAL OPEN UNIVERSITY OF NIGERIA
Plot 91, Cadastral Zone, Nnamdi Azikiwe Express Way Jabi, Abuja
FACULTY OF MANAGEMENT SCIENCES
DEPARTMENT OF BUSINESS ADMINISTRATION
2025_2 EXAMINATIONS

COURSE CODE: BUS 325

COURSE TITLE: Human Resources Management

COURSE UNIT: 3

- INSTRUCTION:**
1. Indicate your Matriculation Number clearly
 2. Attempt Question One (1) and any other Three (3) Questions in all
 3. Question (1) is compulsory and carries 25 marks, while the other questions carry 15 marks each.
 4. Present all your points in a relevant and orderly manner

TIME ALLOWED: 3 Hours

- 1a. Define retirement and explain 2 main types of retirement (12.5 Marks)
- 1b. Explain the Historic Evolution of Human Resources Management (12.5 Marks)
- 2a. Discuss the categories of Human Resources Management (HRM) functions (7.5 Marks)
- 2b. Write concise notes on the following:
- | | |
|---------------------------|--------------------------------|
| i. Formal Organization | |
| ii. Informal Organization | iii. Authority |
| iii. Accountability | iv. Responsibility (7.5 Marks) |
3. Give account of various approaches to job design (15 Marks)
- 4a. Identify 10 sources of Job Analysis Information (7.5 Marks)
- 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 the steps taken in job description (7.5 Marks)
- 5a. Discuss the term recruitment and analyse areas of recruitment (7.5 Marks)
- 5b. Define training and core motives of training (7.5 Marks)