



MACHAKOS UNIVERSITY COLLEGE

**(A Constituent College of Kenyatta University)
University Examinations for 2015/2016 Academic Year**

SCHOOL OF BUSINESS AND ECONOMICS

DEPARTMENT OF BUSINESS ENTREPRENEURSHIP AND MANAGEMENT SCIENCES

**EXAMINATION FOR MASTERS IN BUSINESS ADMINISTRATION (HUMAN
RESOURCE MANAGEMENT OPTION)**

BBA 826: EMPLOYEE REWARD AND COMPENSATION

Date: 3/12/2015

Time: 3 HOURS

INSTRUCITONS:

Answer Question One And Any Other Two Questions.

1. (a) Advance the reasons which lead to failure of performance appraisal in organisations. (7 marks)
(b) In reference to the two factor theory of motivation advanced by Fredrick Herzberg explain how you would raise the motivation of staff in your organization. (6 marks)
(c) Having been invited to develop a basic pay of employees in X and Y Company identify and explain the steps you would follow. (8 marks)
(d) Analyze the pre-conditions of an effective performance based pay system. (9 marks)
2. (a) As a Human Resource Manager what demands of performance-based pay would you guard yourself against while implementing the system. (7 marks)
(b) In reference to the ERG theory of motivation explain how you would raise the morale of your employees. (8 marks)
3. (a) Elaborate the factor – comparison method of Job Evaluation, detailing how you would apply it while evaluating jobs in your organisation. (8 marks)
(b) What factors do you think should be considered to warrant summary dismissal of employees? (7 marks)

4. (a) Other than dismissal explain how you would carry out two involuntary separation methods in your organisation. (7 marks)
- (b) Identify and explain four types of incentive compensation systems you would apply in your organisation to motivate employees. (8 marks)



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EXAMINATION FOR MASTERS IN BUSINESS ADMINISTRATION (HUMAN RESOURCE MANAGEMENT OPTION)

BBA 820: MANAGEMENT FUNCTIONS

Date: 7/12/2015

Time: 3 HOURS

INSTRUCTIONS:

Answer Question One and Any Two Other Questions

1.
 - (a) Planning is the most basic of all managerial functions. Explain this statement by detailing the significance of planning function to an organisation. (7 marks)
 - (b) Having been invited to facilitate on organizing function of an enterprise, explain the six steps of the organizing function you would present to your audience. (7 marks)
 - (c) Identify and briefly explain the important steps involved in staffing function of management. (8 marks)
2.
 - (a) Coordination is rightly called the 'essence of management': explain how all managerial functions are affected by coordination. (8 marks)
 - (b) Identify and explain the five functions served by the control function of management. (7 marks)
3.
 - (a) Elaborate the importance of controlling function of an organisation. (7 marks)
 - (b) Identify and briefly explain three theories of effective leadership. (8 marks)
4.
 - (a) What characteristics do you think should be exhibited by an effective leader? (7 marks)
 - (b) Analyze four advantages and four disadvantages of dictatorial and participative styles of leadership. (8 marks)



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EXAMINATION FOR MASTERS IN BUSINESS ADMINISTRATION (HUMAN RESOURCE MANAGEMENT OPTION)

BBA 888: HUMAN RESOURCE MANAGEMENT SEMINAR

Date: 4/12/2015

Time: 3 HOURS

INSTRUCTIONS:

Answer Question One and Any Two Other Questions

1.
 - (a) Outsourcing Human Resource Management function is an imperative but caution should be exercised. Elaborate the pre-conditions which should prevail before out sourcing HRM function. (7 marks)
 - (b) Advance four reasons to justify that Work-Life-Balance is an issue today and elaborate four challenges which may be faced while implementing it in organisations. (8 marks)
 - (c) What reasons do employees hold in order to prefer disassociating themselves with unions? (7 marks)
 - (d) Explain five serious ethical challenges which Human Resource Administrators face in some of their duties justifying why ethics is an issue in HRM. (8 marks)
2.
 - (a) Any organisation must recognize the business necessity of having a diverse workforce, and its shortcoming. Explain in details the disadvantages of diversity in a work place. (7 marks)

- (b) Identify and explain the diverse programs you would introduce in your organisation in order to address diversity disadvantages. (8 marks)
- 3.
 - (a) Analyze the significance of a code of ethics in handling ethical issues in a workplace. (7 marks)
 - (b) Managers and unions have strategic choices to make in their interactions. For each group detail four strategic choices at this disposal and the implications of such choices. (8 marks)
- 4.
 - (a) Analyze the roles played by Human Resource Managers in Mergers and acquisitions. (8 marks)
 - (b) Explain in details the dividend of work place diversity to organisations. (7 marks)



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FIRST SEMESTER EXAMINATION FOR DEGREE IN BACHELOR OF COMMERCE (HUMAN RESOURCE MANAGEMENT OPTION)

BBA 314: PUBLIC RELATIONS

Date: 8/12/2015

Time: 8:30 – 10:30 AM

INSTRUCTIONS:

Answer Question One and Any Two Other Questions

1.
 - (a) Advance reasons for defining the publics of an organisation. (5 marks)
 - (b) Analyze the difference between a feature article and news release. (7 marks)
 - (c) Having been invited to advice on ethics in public relation practice, explain the significance of a professional code of conduct you would present to your client. (7 marks)
 - (d) A public relations officer cannot be an authority in every public relations issue. What five advantages and four disadvantages do you think would accrue to an organisation that uses a public relations consultant. (9 marks)
2.
 - (a) Briefly detail the roles which would expect a public relations practitioner to perform in organisations. (7 marks)
 - (b) A public relations officer advises on the presentation of public image. Identify and explain five types of images detailing how you would advise on each of them. (13 marks)
3.
 - (a) What principles of good press relations would you advocate to be adhered to by an organisation that values press relations. (6 marks)
 - (b) Analyze the characteristics which describe the nature of press relations which every public relations practitioner should know. (7 marks)

- (c) A public relations officer and journalist perform conflicting responsibilities and serve different loyalties. Advance arguments in support of this statement. (7 marks)
- 4. (a) Explain the role played by a crisis management team in an organisation. (6 marks)
- (b) With help of a diagram explain the possible staffing of a public relations department in a large organization. (7 marks)
- (c) Explain the six- point planning model of public relations. (7 marks)