

CHRM 008 : HUMAN RESOURCE PLANNING

INSTUCTION ANSWER QUESTION ONE AND ANY OTHER THREE

Question one

- a) Briefly describe the functions of human resource department (10mks)
- b) Describe the advantages of open office plan (10mks)
- c) State the advantages of closed office plan (5mks)

Question two

- a) With illustrations, discuss the following terms
 - i) job specifications (8mks)
 - ii) job description (7mks)

Question three

- a) Describe five external sources of recruitment (10mks)
- b) State the advantages of internal sources of recruitment (5mks)

Question four

- a) Explain selection process as human resource activity (10mks)
- b) State the objectives of health and safety as a function of human resource management (5mks)

Question five

- a) Explain the importance of training and development of employees (10mks)
- b) Highlight five methods of off-the-job training (5mks)

Question six

- a) What is the importance of employee motivation? (10mks)
- b) Explain the carrot and stick theory of motivation (5mks)

DCRS 0128 PRINCIPLES OF LEADERSHIP

Question one

- a) Describe four basic roles of a leader (8mks)
- b) Highlight attributes of leader (7mks)
- c) Briefly describe different types of leaders

Question two

Explain the following theories of leadership

- a) Theory X and Y (8MKS)
- b) Trait theory (7mks)

Question three

Briefly describe the following leadership styles

- a) Dictatorial leadership style (8mks)
- b) Laissez faire leadership style (7mks)

Question four

- a) Explain traditional leadership in Africa (5mks)
- b) Describe five components of leadership (10mks)

Question five

- a) What is the importance of leadership (10mks)
- b) Briefly explain what you understand by leadership (5mks)

Question six

- a) State and explain factors affecting leadership (10mks)
- b) Explain path goal theory of leadership (5mks)

DHR 0202 OFFICE ADMINISTRATION

Question one

- a. Briefly explain what you understand by the term office administration (5marks)
- b. Explain the basic functions of an office (10marks)
- c. Describe functions of management (10marks)

Question two

- a) Explain the advantages of using an open office plan (10marks)
- b) Describe the advantages of closed office for the organization (5mks)

Question three

- a. what is importance of planning (10 marks)
- b. Define the following terminologies (5mks)
 - i) Organizational vision
 - ii) Organizational mission statement
 - iii) Organizational core values
 - iv) Organizational objectives
 - v) Organizational Strategy

Question four

- a. Define recruitment and highlight external sources for recruitment. (8marks)
- b. Highlight stages individual selection process. (7marks)

Question five

- a. Explain theory x and y of leadership (5marks)
- b. Describe management decision making process (10marks)

Question six

- a) What is the importance of training and developing of employees (10mks)
- b) Highlight five methods of off-the-job training (5mks)

CPAP 0113; INTRODUCTION TO HUMAN RESOURCES MANAGEMENT

Question one

- a) Describe the following human resources management concepts (10mks)
 - i.) Human resources management
 - ii.) Compensation
 - iii.) Training
 - iv.) Recruitment and selection
- b) Describe various functions of Human resources management (10marks)
- c) Highlight the phases of Human resources management (5marks)

Question two

- a) Explain the importance of internal recruitment (10marks)
- b) State five external sources of recruitment (5marks)

Question three

- a) Highlight the process of recruitment (5marks)
- b) Define selection as a human resources activity and describe its process (10marks)

Question four

- a) What is the difference between training and development of employees (5marks)
- b) Explain the importance of training and development of employees (10marks)

Question five

- a. What is performance appraisal? (2marks)
- b. Distinguish between formal and informal appraisal (10marks)
- c. Describe errors that could occur during performance appraisal (3mks)

Question six

- a. What do you understand by the terms civil service and civil servant (5marks)
- b. Describe different types of compensation (10marks)



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KERICHO CAMPUS

FACULTY: ARTS AND SOCIAL SCIENCES

COURSE: CERT IN PUBLIC ADMINISTRATION

COURSE CODE: (CPAP 0113)

COURSE TITLE: INTRODUCTION TO HUMAN RESOURCE MANAGEMENT)

YEAR: 1 SEMESTER: 1 SESSION: Jan-April 2016

NAME OF INSTRUCTOR: Mr. Masira Justine PHONE NO: e0720236462

EMAIL ADDRESS: justinemasira@gmail.com

COURSE CONTENT/ COURSE DESCRIPTION

This course will look into the following :foundations of Human resource management; the tenure systems ,procurement of public personnel, principles of recruitment, methods of recruitment, training, promotion, performance appraisal,rewards,features of civil service.

COURSE OBJECTIVE

At the end of the this unit the learner will be able to:

1. Define the concept of human resource management.
2. Describe the various functions of human resource management in relation to the overall management
3. Understand procurement of public servants
4. Be conversant with Government code of Regulations relevant to his/ her work.

COURSE OUTLINE

WK	MAJOR TOPIC	SUB TOPICS	METHODOLOGY
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1	Introduction to HRM	Definition of hrm foundations of Human resource management	Lecturing presentation and discussion
2		Fuctions Of Hrm	Lecturing presentation and discussion
3	Procument of public personnel (recruitment and selection)	Definition recruitment and selection Principles of recruitment	Lecturing presentation and discussion
4		Recruitment Process Methods Of Recruitment and selection	Lecturing presentation and discussion
5			
6	CAT I		
7	Training and development	Definition of Training and development Training Methods	Lecturing presentation and discussion
8		Importance of training	Lecturing presentation and discussion
9	Performance appraisal	Definition of concepts Methods of PA Importance of PA	Lecturing presentation and discussion
10	CAT II	Definition Civil service	
11	Features of civil service.	Definition Civil service Features of civil service.	Lecturing presentation and discussion
12		revision	
13	COURSE EVALUATION (EXAMINATIONS)		

REFERENCE

REFERENCE

RECOMENDED TEXT BOOKS

Andrew J. Dubrin.(2007) Fundamentals Of Organizational Behavior, USA

Armstrong M.A . Handbook Of Human Resource Management Kogn Page 10th Edition
Business Perspectives By Kibera

Cole G.A. Principles And Practice Of Management 5th Edition

Human Resource Management By Torrington Hall And Taylors.

Principles And Practice Of Management By G.A Cole. 5THEdition



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KERICHO CAMPUS

FACULTY: ARTS AND SOCIAL SCIENCES

COURSE: DIPLOMA IN CRIMINOLOGY

COURSE CODE: (DCRS 0128)

COURSE TITLE: PRINCIPLES OF LEADERSHIP

YEAR: 1 SEMESTER: 2

SESSION: Jan-April 2016

NAME OF INSTRUCTOR: Mr. Masira Justine PHONE NO: e0720236462

EMAIL ADDRESS; justinemasira@gmail.com

COURSE CONTENT/ COURSE DESCRIPTION

Introduction to leadership and approaches to leadership; functions. Responsibilities and styles of leadership; leadership in the traditional African settings; policy leadership and public relations: comparative studies of traditional leadership in Africa, Asia and Europe.

COURSE OBJECTIVE

At the end of this unit the learner will be able to:

1. To understand different leadership styles
2. Will be able to acquire knowledge that will make him successful leader.

COURSE OUTLINE

WK	MAJOR TOPIC	SUB TOPICS	METHODOLOGY
1	Introduction to leadership	Definition of leadership Roles of a leader Attributes of a leader	Lecturing ,class, presentation and discussion
2		Components of leadership Factors affecting leadership Importance of leadership	

2	Leadership theories	Theory x and y Thrait theory	Lecturing, class ,presentation and discussion
3		Path goal theory Behavioral theory	Lecturing presentation and discussion
4	Leadership styles	Authoritarian Paternalistic Dictatorial	Lecturing presentation and discussion
5		Democratic	Lecturing, class, presentation and discussion
6	CAT I		
7		Laissez faire	Lecturing , class, presentation and discussion
8	Leadership in the traditional african settings	Modern African leadership Traditional leadership	Lecturing presentation and discussion
9		Relationship between Modern African leadership Traditional leadership	Lecturing , class, presentation and discussion
10	CAT II		
11		comparative studies of traditional leadership in Africa, Asia and Europe	Lecturing , class, presentation and discussion
12		revision	
13	COURSE EVALUATION (EXAMINATIONS)		

REFERENCE

REFERENCE

RECOMENDED TEXT BOOKS

Andrew J. Dubrin.(2007) Fundamentals Of Organizational Behavior, USA

Armstrong M.A . Handbook Of Human Resource Management Kogn Page 10th Edition
Business Perspectives By Kibera

Cole G.A. Principles And Practice Of Management 5th Edition

Human Resource Management By Torrington Hall And Taylors.

Principles And Practice Of Management By G.A Cole. 5THEdition

Mariom E.,Newel (1970). The monarchical tendency in African political



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KERICHO CAMPUS

FACULTY: HEALTH SCIENCES

COURSE: DIPLOMA IN HEALTH RECORDS

COURSE CODE: DHR 0202

COURSE TITLE: OFFICE ADMINISTRATION

YEAR: 1 SEMESTER: 1

SESSION: Jan-April 2016

NAME OF INSTRUCTOR: Mr. Masira Justine PHONE NO: e0720236462

EMAIL ADDRESS; justinemasira@gmail.com

COURSE CONTENT/ COURSE DESCRIPTION

This course is designed to introduce the trainee to good office practices. It entails the introduction of the trainee in the office and office environment it precedes to the examination of office activities and service finally the trainee is acquainted with ethical practice necessary for good office practice.

The course is intended to equip the learners with skills, knowledge and attitude that will enable them to work effectively and efficiently in an office environment and relative appropriately to other workers.

COURSE OBJECTIVE

The course is intended to equip the learners with skills, knowledge and attitude that will enable them to work effectively and efficiently in an office environment and relative appropriately to other workers.

COURSE OUTLINE

WK	MAJOR TOPIC	SUB TOPICS	METHODOLOGY
1	Introduction to office administration	Definition of office Functions of office Office equipments	Lecturing , class, presentation and discussion
2	Office layout	Closed office Open office	Lecturing , class, presentation and discussion
3	planning	Definition of a plan Need for planning	Lecturing presentation and discussion

		Terminologies	
4		Planning process Characteristics of planning	Lecturing , class, presentation and discussion
5	organizing	Definition of organizing Elements of a good organization Principles of organizing Importance of organizing Process of organizing	Lecturing, class, presentation and discussion
6	CAT I		
7	Staffing	Recruitment and selection of employees	Lecturing , class, presentation and discussion
8	Training and development	Definition of Training and development Training methods Importance of training employees	Lecturing , class, presentation and discussion
9	Leading	Types of leaders Basic elements of leadership Theories of leadership	Lecturing, class, presentation and discussion
10	CAT II		
11	Controlling	Definition o controlling Controlling process Decision making process	Lecturing , class, presentation and discussion
12		revision	
13	COURSE EVALUATION (EXAMINATIONS)		

REFERENCE

REFERENCE

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KERICHO CAMPUS

FACULTY: HEALTH SCIENCES

COURSE: CERT IN HEALTH RECORDS

COURSE CODE: CHRT 0123: COURSE TITLE; OFFICE ADMINISTRATION AND HUMAN RESOURCE MANAGEMENT

YEAR: 1 SEMESTER: 1 SESSION: Jan-April 2016

NAME OF INSTRUCTOR: Mr. Masira Justine PHONE NO: e0720236462

EMAIL ADDRESS; justinemasira@gmail.com

COURSE CONTENT/ COURSE DESCRIPTION COURSE OBJECTIVE

At the end of this unit the learner will be able to:

1. To understand different office administration activities and human resource activities which will help him/her run human resource office effectively.

COURSE OUTLINE

WK	MAJOR TOPIC	SUB TOPICS	METHODOLOGY
1	Introduction to office administration	Definition of office Functions of office Office equipments	Lecturing , class, presentation and discussion
2	Office layout	Closed office Open office	Lecturing, class, presentation and discussion
3	Introduction to HRM	Definition of HRM FUNCTIONS OF HRM Phases of hrm	Lecturing , class, presentation and discussion
4	Job analysis	Definition of job analysis Job description	Lecturing , class, presentation and discussion

		Job specification Importance of job analysis	
5	Recruitment and selection	Definition of recruitment Recruitment process Selection process	Lecturing , class, presentation and discussion
6	CAT I		Lecturing , class, presentation and discussion
7	Staffing	Recruitment and selection of employees	Lecturing , class, presentation and discussion
8	Training and development	Definition of Training and development Training methods Importance of training employees	Lecturing presentation and discussion
9	Health and safety of employees	Definitions Objectives of Health and safety of employees Health hazards in workplace	Lecturing , class, presentation and discussion
10	CAT II		Lecturing, class, presentation and discussion
11	Motivation of employees	Definition of motivation Importance of motivation Motivation theories	Lecturing , class, presentation and discussion
12		revision	
13	COURSE EVALUATION (EXAMINATIONS)		

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