

SPECIALTY: HUMAN RESOURCE MANAGEMENT (HUR)**PAPER: CASE STUDY**

Credit Value: 12

Time allowed: 6hrs

Instructions: This paper carries a single section. You are required to answer all questions.

PAPER	TYPOL OGY	OBJECTIVES TO BE TESTED		
	Nature of questio ns	%		
CASE STUDY	Essay	100%	Organization I &II • Initiation to HR I • Motivation □ Leadership □ personality • Social communication • Personality • HRIS Human Relation I & II • Psycho social Relations • Theory of motivations • Social communication • Personality • Leadership • Decision making • HRIS • Management of stress Volarisation of HR I&II • General policy and strategy(creation of company & strategy) • Areas of social management.	Knowledge and comprehension of organizational activities.
			□ Organizational structures.	

PAPER: PRACTICE OF HUMAN RESOURCE

Nature of paper: WRITTEN

Credit Value: 8

Time allowed: 4hrs

Instructions: This paper carries two sections. You are required to answer all questions.

FORMAT	TYPOLOGY				TOPICS TO BE COVERED	OBJECTIVES TO BE TESTED
	Nature of questions	Number of Questions	Weight in the Paper	Marks Allocation per question		
Section A Professional Relations	Essay	4	40%	40,Marks	Professional Relation I &II • Business communication(process, barriers) • Internal /External communication • Communication networks • Internal mails-notes, minutes, memos, reports	Knowledge and comprehension
Section B: Administrative management and social relation	Essay		40%	10,10,10, 10,10,10 marks	Administrative management and social relation • The CV, Letter of Motivation, Application letters, mail • Recruitment • Performance appraisal • Wage bargaining(Contracts of employment) • Managing the working Time and absence • Termination of Labour contract • Payroll management	
Section c	Organization of	03	30	10 10	Organisation of the action	

	the action administr ation			10	• The administrative work • The matter of work of administrative work (functions of executives and routines etc • The observation of administrative work (management control) • Management styles	
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PAPER: DEVELOPMENT OF HUMAN RESOURCE

Nature of paper: WRITTEN

Credit Value: 6

Time Allowed: 3hrs

Instructions: This paper carries three sections. You are required to answer all questions.

FORMAT	TYPOLOGY				TOPICS TO BE COVERED	OBJECTIVES TO BE TESTED
	Nature of questions	Questions	%	Marks		To test the knowledge and practice in practice of HR
Section A:	General Policy and strategy	3	30%	10 10 10	• Concept of policy (def, evolution nature and importance, sources of policy) • Notion of strategy (definition, objective, SMART, levels of strategy, types of strategy, differences between policy and strategy) • Notion of strategic management (def, objectives, evolution, approaches, benefit and risk, strategic management process Strategic decision making) • Business environment • Strategic formulation and analysis tools • Strategy analysis and choice (nature, process, selection of strategy) • Strategy implementation • Evaluation and control • Stage of control	Knowledge and comprehension evolution of s management an policies
Section B:	Areas of social management	4	40%	10 10 10 10	• Definition of management system, social management plan • The management of staff and skills The management of remuneration and payroll Organisation and working conditions, structure and dynamics of HR Dialogue and social audit The control of social management Instrument panel	Knowledge and comprehension of psychology and social relations dynamics

PAPER: QUANTITATIVE TECHNIQUES FOR HR

PAPER CODE: HUR15

Nature of paper: WRITTEN

Credit Value: 6

Time Allowed: 3hrs

Instructions: This paper carries three sections. You are required to answer all questions. Non programable calculators are allowed.

FORMA T	Nature of questio ns	Numbe r o f Questi ons	Weig ht in the Pape r	Marks Allocati on per question	TOPICS TO BE COVERED	OBJECTIVE S TO BE TESTED
Section A:	FINAN CIAL ACCOU TING	2	40%	20 20	- Principles of accounting - Elements of the balance sheet - Balance sheet ratios - Purchase and sales transactions	To test the knowledge and practice in financial accounting
Section B:	BUSIN ESS MATHE MATIC S AND STATIS TICS	3	30%	10 10 10	- Business mathematics (simple and compound interest, PV and FV analysis, annuities) - Statistics (measures of central tendency: mode, simple mean, median) - Measures of dispersion (standard deviation, variance) - Probability(independent events, mutually exclusive events, conditional probability)	Knowledge and comprehension labour suspension and dismissal
Section C:	ELEME NTS OF PERSO NAL INCOM E TAX	4	40%	10 10 10 10	- Audio-visual tax - CNPS contributions - CREDIT FONCIER contributions - Components of salary - Supplementary hours - Allowances	Knowledge and comprehension of PIT

PAPER: ORGANIZATION AND MANAGEMENT

Nature of paper: WRITTEN

Credit Value: 6

Time Allowed: 3hrs

Instructions: This paper carries three sections. You are required to answer all questions.

FORMAT	TYPOL OGY				TOPICS TO BE COVERED	OBJECTIV ES TO BE TESTED
	Nature of questions	Number of Questions	Weight in the Paper	Marks Allocation per question		
Section A: initiation to HRM		3	30%	10 10 10	• Evolution of HRM: First era, middle ages, industrial revolution, after WWII • Management of staff and industrial revolution • Objectives of HRM • Challenges of HRM • Functions of HRM • Qualities of HR manager • Differences between HRM and personnel management • HRM policies	Knowledge and comprehensi on evolution of staff management and policies
Section B: Psychology and social relations dynamic s		4	40%	10 10 10 10	• Basic concepts • Personality/attitude • Perception • Motivation □ Leadership • Differences between leaders and managers • Decision making • Stress management • The notion of teams and groups • Team building and management • Social communication	Knowledge and comprehensi on of psychology and social relations dynamics
Section C: HR informat ion system		3	30%	10 10 10	• Basic concepts of HRIMS • Conceptual model of the data • Implementation of database • System consideration in the design of HRIS • HRIS need analysis • HRIS application	Knowledge and comprehensi on of HRIS
					□ Logical model of relational data	