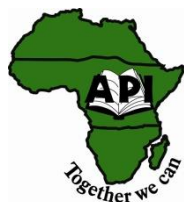


AFRICA POPULATION INSTITUTE (API)



BACHELORS OF BUSINESS ADMINISTRATION

YEAR ONE SEMESTER TWO

COURE CODE	COURSE NAME	LH	TH	PH	CH	CU
APBBA 1201	Elements of Human Resource Management	45	15		60	4
APBBA 1202	Business Mathematics (Statistics & Calculus)	45	15		60	4
APBBA 1203	Public Relations and Communication Skills	45	15		60	4
APBBA 1204	Organizational theory and Management	45	15		60	4
APBBA 1205	Procurement Law	45	15		60	4
APBBA 1206	Macro Economics Theory	45	15		60	4

Course Works

APBBA 1201	Elements of Human Resource Management
	<p>QN1. Discuss the major functions of a human resource manager in an organization</p> <p>QN2. Analyze the major components of Human Resource Management</p> <p>QN3. a) Recruitment is a process, Discuss the recruitment and selection procedures to be followed by every organization? b) Discuss the issues to consider while developing the HR Policies.</p>
APBBA 1202	Business Mathematics (Statistics & Calculus)
	<p>QN1. (a) Define the term statistics in your own understanding (b) State the different types of statistics that you know (c) Outline the importance of statistics to your country?</p> <p>QN2. Discuss the different Measures of statistics using examples of your choice (a)- Measure of Central Tendencies (b)- Measure of Dispersion (c)- Measure of Association (d)- Measure of Risk (e)- Measure of Distribution</p> <p>QN3. Write short notes on the following Statistical terms a)- Biostatistics and b)- Calculus</p>

<p>APBBA 1203</p>	<p style="text-align: center;">Public Relations and Communication Skills</p> <p>1, Define the term communication in your own'' words'' a) What are the various types of Communication?, list and explain? b) Define Communication as an academic discipline?</p> <p>2, What do you understand by the term, public relation? a) What are the Methods, Tools and Tactics associated with public relation? b) How important is public relations to governance?</p> <p>3, How important is the concept of communication to co operate productivity?</p>
<p>APBBA 1204</p>	<p style="text-align: center;">Organizational theory and Management</p> <p>1. Discuss five motivational theories that can be used by organizational managers to build strong organizations.</p> <p>2. Explain the major differences between the two factor theory of Fredrick Hertzberg and Maslow's Hierarchy of needs</p> <p>3. Explain the main Feature of informal organizations and show their functions to the formal organizations.</p>
<p>APBBA 1205</p>	<p style="text-align: center;">Procurement Law</p> <p>1. a) What is meant by the term contract? b, Discuss the essential elements of valid contract? c, Compare and contrast between void and avoidable contract</p> <p>2. a) What is a company? b, How do you classify companies? c, Describe five elements of a memorandum of Association and articles of association</p> <p>3 a, Explain what is meant by Discharge of a contract b, What circumstances may lead to discharge of a contract</p>
<p>APBBA 1206</p>	<p style="text-align: center;">Macro Economics Theory</p> <p>Qn.1 Discuss the role of taxation in enhancing the national economy b) What are the various principles of taxation?</p> <p>Qn2. a) what is classical unemployment? b) Discuss the various causes of unemployment in your country</p> <p>Qn3. a) Distinguish between economic growth and economic development b) Discuss the problems facing the commercial banks in your country</p>

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