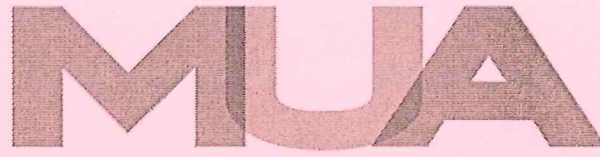


The
Management
University
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CERTIFICATE UNIVERSITY EXAMINATIONS
SCHOOL OF MANAGEMENT AND LEADERSHIP
CERTIFICATE COMMON UNIT

CCU 101 : SOCIAL SKILLS

DATE: 5TH APRIL 2022

DURATION: 2 HOURS

MAXIMUM MARKS: 70

INSTRUCTIONS:

1. Write your registration number on the answer booklet.
2. **DO NOT** write on this question paper.
3. This paper contains **SIX (6)** questions.
4. Question **ONE** is compulsory.
5. Answer any other **FOUR** questions.
6. Question **ONE** carries **30 MARKS** and the rest carry **10 MARKS** each.
7. Write all your answers in the Examination answer booklet provided.

QUESTION ONE

Read the Case Study below carefully and answer the questions that follow:

A CASE STUDY ON LIFE SKILLS AT BORESHA COMPANY

Urembo Company is a company management noted that most of its employees were not much cognizant of HIV/AIDS disease. This prompted the management to organize a training with XYZ training company for its employees. During the training, the employees were taught various aspects including but not limited to ways of spreading HIV and various methods of preventing the spread of the disease.

Due to the rising cases of child labour globally and locally, the facilitators talked about it. The employees were also enlightened on the need of educating children and also protecting their rights so as to safeguard their future. Further to this, it was noted that a lot of youth in the 21st Century face a lot of challenges. Some of this challenges has been brought by the COVID-19 pandemic which has disrupted the normal operations in the country.

Employees' were also urged to ensure that they have self-awareness skills so as to be able to overcome everyday challenges. They were also urged to show empathy to their colleagues whenever they are faced with any challenge.

Required

- a. State any four skills of knowing and living with one's self (4 marks)
- b. Discuss any five ways in which HIV/AIDS is spread (10 marks)
- c. Discuss any 4 challenges facing the youth (8 marks)
- d. Highlight any four types of child labour (8 marks)

QUESTION 2

- a. State any five general study techniques a student can adopt (5 marks)
- b. Highlight five characteristics of a successful student (5 marks)

QUESTION 3

- a. Define the term time management (2 marks)
- b. Explain four tips that you will use as a student to effectively manage your personal time (8 marks)

QUESTION 4

- a. Differentiate between assertiveness and aggression (4 marks)
- b. Discuss any three benefits of being assertive (6 marks)

QUESTION 5

Explain any five ways of managing stress (10 marks)

QUESTION 6

- a. Explain any three side effects of drug addiction (6 marks)
- b. Highlight four ways in which you can recognize unhealthy drug use in any of the family members (4 marks)

