



MACHAKOS UNIVERSITY

University Examinations for 2019/2020 Academic Year

SCHOOL OF BUSINESS AND ECONOMICS

DEPARTMENT OF BUSINESS ADMINISTRATION

SECOND YEAR FIRST SEMESTER END OF SEMESTER EXAM FOR

CERTIFICATE IN SUPPLY CHAIN MANAGEMENT

CERTIFICATE IN BUSINESS MANAGEMENT

OFFICE ORGANIZATION

DATE: 5/11/2020

TIME: 11:30 – 2:30 PM

INSTRUCTIONS

Answer all the Questions

1. a) The office is charged with the responsibility of carrying out various functions for the Organization. Explain five functions of an office. (10 marks)
- b) Twala, a new company is in the process of establishing an organization structure. Explain five factors the organization should consider when designing the structure. (10 marks)
2. a) Explain five benefits of using functional organization structure in an office organization (10 marks)
- b) Good organization should be based on certain principles. Highlight five such Principles. (10 marks)
3. a) Explain five advantages of an enclosed office layout in an organization. (10 marks)
- b) Outline five functions of the purchasing department. (5 marks)
- c) Outline five ways in which an organization may safeguard its office property. (5 marks)
4. a) Explain five benefits that may be realized in an organization that adopts the landscaped form of office (10 marks)
- b) Explain five uses of an organization chart. (10 marks)
5. a) Describe five functions performed by the human resource department in an Organization. (10 marks)
- b) Explain five guidelines that should be observed when arranging an open office to ensure smooth flow of work. (10 marks)