



MACHAKOS UNIVERSITY COLLEGE

(A Constituent College of Kenyatta University)

University Examinations 2013/2014

SCHOOL OF BUSINESS AND ECONOMICS

DEPARTMENT OF ACCOUNTING AND SECRETARIAL

Examination for Dip I Accounting

SECRETARIAL DUTIES

Date: 22//2014

Time: 8:30 -10:30 am

SECTION A ANSWER ALL QUESTIONS

1. Explain three uses of an organizational chart. (3 marks)
2. State the significance of the following levels of stationery
 - i. Maximum
 - ii. Re-order (2 marks)
3. Define the following terms
 - i. Panel
 - ii. Application letter (2 marks)
4. Give three reasons for conducting interview in an organization. (3 marks)
5. List two benefits of communication using letters. (2 marks)
6. State three services that can be extended to the community. (3 marks)
7. Give three requirements of a formal meeting. (3 marks)
8. List three uses of an organizational chart. (3 marks)
9. Highlight three statutory deductions from an employee's salary. (3 marks)
10. List three ways of using petty cash in an office. (3 marks)

SECTION B ANSWER FOUR QUESTIONS ONLY

11. State two sources of information for each of the following:
- i. Career choice
 - ii. Internal vacancies
 - iii. Foreign exchange rate
 - iv. Inspirational issues
 - v. Meaning of words (10 marks)
12. Mabati rolling company is in the process redesigned its office form. Explain 5 procedures /measures to ensure that the forms designed are suitable. (10 marks)
13. Outline five ways in which a firm may control the quantities of stationery used by departments. (10 marks)
14. Highlight five benefits employees may enjoy as a result of office automation. (10 marks)
15. Explain five benefits of email to an organization and its customers. (10 marks)
16. Explain five methods of calculating wages and state one advantage of each (10 marks)
17. State three ways in which employees living with HIV/AIDS can live healthy (3 marks)