



## **MACHAKOS UNIVERSITY**

University Examinations for 2018/2019 Academic Year

**TIVET PROGRAMME**

### **FIRST YEAR SECOND SEMESTER EXAM FOR DIPLOMA IN PROCUREMENT AND SUPPLY CHAIN MANAGEMENT**

#### **OFFICE ORGANIZATION**

**Date**

**Time:**

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1. a) State five benefits of using Alphabetical system of filing documents in an organization. (10 marks)
  - b) Outline five benefits that an organization may get from centralized purchase of office stationery. (10 marks)
  2. a) Highlight five types of information that may be included in a contract of employment. (10 marks)
  - b) Outline five factors that may determine the method used to pay employee wages in an organization. (10 marks)
  3. a) The number of misplaced files at the registry of wakulima ltd has been increasing over the last six months. Explain the measures that the office manager may take to eradicate this problem. (10 marks)
  - b) Highlight five guidelines that should be followed in an office to control misuse of stationery. (10 marks)
  4. a) Give five reasons that make some organizations prefer to use the numerical System of filing office records. (10 marks)
  - b) Explain five characteristics that a good office filing system should possess. (10 marks)

5. a) Outline five benefits that an organization derives from using stock control systems. (10 marks)
- b) Mrs Katumu's employment terms state that she should work for eight hours a day at the rate of Ksh.450 per hour. Any overtime is paid at double the rate. Her record for the last week of June 2013 was as follows:

Mrs Katumu Week 4 June 2018			Personal No: 43250 Department: Marketing	
Morning			Afternoon	
Day	Time in (AM)	Time out (PM)	Time in (PM)	Time out (PM)
Monday	8.30	12.30	1.00	5.00
Tuesday	7.00	1.00	2.00	6.00
Wednesday	8.00	1.00	2.30	8.30
Thursday	7.30	1.00	2.00	7.00
Friday	8.00	1.00	1.30	6.30

Using the information above.

- (i) Calculate the total number of hours worked for each day of the week. (5 marks)
- (ii) Calculate the total gross pay due to her at the end of the week.(5 marks)