

MACHAKOS UNIVERSITY COLLEGE

BUSINESS ADMINISTRATION AND SUPPLIES MANAGEMENT CRAFT II

END OF TERM II JULY 2014 EXAMINATION

OFFICE ORGANIZATION

TIME ALLOWED 2 HOURS

Answer **ALL** the Questions

1. a) As an Office Assistant in the stores section, give FIVE reasons why organizations should maintain stock records. (10 mks)

 b) You are a clerk in charge of stores in a newly established company. Outline FIVE measures you would take to ensure good stock control. (10 mks)

2. a) State FIVE ways in which a worker can contribute toward building good human relations in the office. (10 mks)

 b) Outline FIVE measures that can be taken for the improvement of human relations in an organization. (10 mks)

3. a) Explain four methods that can be used in computing wages and salaries. (8 mks)

 b) In the month of May, Rita was asked to work overtime in order to complete updating of records. According to her letter of employment she is entitled to a salary of Kshs.20,000 per month. In case of overtime, she is to be paid Kshs.250 per hour. In the month of May Rita put in a total of 40 hours in overtime. Her employer deducts Kshs.200 per month of NHIF and Kshs.500 per month for NSSF. Her income tax is deducted at 10% of her gross pay. Calculate her total earnings for May. (10 mks)

4. Discuss FIVE principles of good organization. (10 mks)