TECHNICAL UNIVERSITY OF MOMBASA

SCHOOL OF BUSINESS

DEPARTMENT OF BUSINESS ADMINISTRATION

UNIVERSITY EXAMINATION FOR:

BACHELOR OF BUSINESS AND OFFICE MANAGEMENT

BSC 4203: DOCUMENT PRODUCTION II

END OF SEMESTER EXAMINATION

SERIES: SEPT 2017

TIME: 2HOURS

DATE: SEPT. 2017

Instructions to Candidates

1. You should have the following for this examination
    -Answer Booklet, examination pass and student ID

2. This paper consists of **FOUR** questions. Attempt ALL questions.

3. Do not write on the question paper
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4. Read the instruction of each TASK carefully.

5. Create a FOLDER (Your Registration Number) where you will save ALL the TASKS.

6. Any problem with the computer should be reported to the invigilator immediately.

7. Insert your registration number as a header in each task.

8. Print on one side of the paper(s) only and use a fresh sheet of paper(s) for each document.