



TECHNICAL UNIVERSITY OF MOMBASA

SCHOOL OF BUSINESS

Department of Business Administration

**UNIVERSITY EXAMINATIONS FOR DEGREE IN
DIPLOMA IN OF BUSINES ADMINISTRATION**

BSC 2202: OFFICE ORGANIZATION

END OF SEMESTER EXAMINATIONS

SERIES: AUGUST 2019

TIME: 2 HOURS

INSTRUCTIONS

Answer Question **ONE (Compulsory)** and any other **TWO** Questions.

QUESTION ONE

- a) Enumerate the principal functions of an office **[10 marks]**
- b) Briefly discuss the disadvantages of organization charts. **[10 marks]**
- c) Briefly discuss how to reduce internal noise in an office **[10 marks]**

QUESTION TWO

- a) Discuss briefly the factors that are considered when buying the right machine **[10 marks]**
- b) Briefly discuss the essentials of a good office forms. **[10 marks]**

QUESTION THREE

- a) Explain the advantages of office machines **[10 marks]**
- b) Outline and explain services commonly provided by an office **[10 marks]**

QUESTION FOUR

- a) Explain any five principles of office organization. **[14 marks]**
- b) Briefly explain the advantages offered by partitioned office over open office. **[10 marks]**

QUESTION FIVE

- a) Briefly explain the contents of an office manual **[10 marks]**
- b) Explain the advantages of work simplification **[10 marks]**