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**KIRIRI WOMENS' UNIVERSITY OF SCIENCE AND TECHNOLOGY
UNIVERSITY EXAMINATION, 2022/2023 ACADEMIC YEAR
FOR THE CERTIFICATE IN PROCUREMENT AND SUPPLY CHAIN
MANAGEMENT
CPS 018- OFFICE ORGANIZATION**

Date: 29TH JULY 2022
Time: 2:30PM – 4:30PM

INSTRUCTIONS TO CANDIDATES

ANSWER QUESTION ONE (COMPULSORY) AND ANY OTHER TWO QUESTIONS

QUESTION ONE (30 MARKS)

- a) Describe the principles of office organization. (6 Marks)
- b) Outline the principles of management. (6 Marks)
- c) Explain factors to consider when making the choice for office space. (6 Marks)
- d) Highlight the importance of having a good filing record system in organizations. (6 Marks)
- e) Describe the different types of office layouts. (6 Marks)

QUESTION TWO (20 MARKS)

- a) Describe the different types of office correspondence found in business. (6 Marks)
- b) Explain the different types of indexing when managing records in organizations. (6 Marks)
- c) Briefly discuss types of organizational structures in a company. (8 Marks)

QUESTION THREE (20 MARKS)

- a) Outline emerging issues and trends in office organization. (6 Marks)
- b) Discuss the importance of having a registry office in business. (6 Marks)
- c) Describe factors which must be taken into account when choosing office furniture. (8 Marks)

QUESTION FOUR (20 MARKS)

- a) Explain five basic equipment and tools found in offices today. (10 Marks)
- b) Describe the indicators of a conducive work environment. (10 Marks)

QUESTION FIVE (20 MARKS)

- a) Outline the advantages of having a good office layout. (10 Marks)
- b) Explain benefits to considering keeping a neat and orderly office. (10 Marks)