



GANANA INSTITUTE OF MEDICAL SCIENCES AND TECHNOLOGY
ARTISAN CERTIFICATE
CLERICAL DUTIES
2 HOURS
END OF SEMISTER EXAM JULY 2019

Instruction to candidates

Answer all the questions

Clearly show your working

1.
 - a. Define the term office (2 Mks)
 - b. Hamsa want to open a new office in Bula Mzuri, assume she requested you to advice her factors affecting the selection of an office type before she start. List 5 and explain (10 Mks)
 - c. List any 3 disadvantage of closed open office (3 Mks)
 - d. Give 3 characteristics of landscape office (3 Mks)

2.
 - a. List 3 characteristics of landscaped lay-out office (3 Mks)
 - b. Omar was sent to buy office stationeries in town. Assume you are the seller list and explain what you think was in that list of accessories and their work (10 Mks)
 - c. Why is it advisable to store the stationeries? (3 Mks)
 - d. What do you understand with the term office layout planning (3 Mks)

3.
 - a. Compare and contrast the differences between open office layouts with that of closed office layout (10 Mks)
 - b. List any two factors that may lead to Maintaining Public Relations of any company (2 Mks)
 - c. Give 3 reasons that lead a company to lease tractor rather than buying the machine (3 Mks)
 - d. Give the clear procedure of maintaining office furniture (3 Mks)

4.
 - a. Give the disadvantage of landscaped layout office (3 Mks)
 - b. List any two types of an office (2 Mks)
 - c. List and explain 5 Factors to consider when buying furniture for the office (10 Mks)

Clerical Duties Activity Course And Workbook

J Rink



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