

AAM-USTED
DEPARTMENT OF MANAGEMENT STUDIES EDUCATION

RESIT EXAMINATION – JAN, 2021

COURSE TITLE	Office Management and Practice
COURSE CODE	MGT 125
DURATION	
LECTURER	Andrew Victor K. Blay Jnr.
INSTRUCTIONS	Answer all questions.

Total Score: 60 Marks

1. Write any five types of modern machine used in an office and explain them in brief? **(10 Marks)**
2. Explain five factors to be considered in selecting various equipment for an office? **(10 Marks)**
3. What do you consider to be the 5 most important factors during the preliminary planning stage of a layout analysis? **(10 Marks)**
4. What is records management? Explain in detail the various functions and objectives of record management. **(10 Marks)**
5. Write a note on flow of work in office. State problems related to the smooth flow of work. **(20 Marks)**