

**LAIKIPIA EAST TECHNICAL AND Vocational COLLEGE**

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**OFFICE ADMINISTRATION AND MANAGEMENT**

LEVEL 6 : CAT 1

**INSTRUCTIONS:** Answer all questions. Time :1 hour

* 1. Define the following terms . (4 Marks)

-management

-an organization

- office administration

-Organizational structure

* 1. Explain three various types of organizational structure (6 marks)
  2. Explain four features of an organization (4 marks)
  3. Discus three principles of organization (6 marks)
  4. State four administrative function of an office (4 Marks)
  5. List four characteristics of an office manager [4 Marks]
  6. Define an office. (2 Marks)