

THE KENYA SCHOOL OF LAW



DIPLOMA IN LAW (PARA-LEGAL STUDIES)

1<sup>st</sup> YEAR TERM III EXAMINATION



OFFICE PRACTICE & MANAGEMENT 1 (DPS-109)

4<sup>th</sup> April 2019

DURATION: 2 HOURS

Instructions to Candidates

- (a) Answer Question ONE and ANY OTHER THREE Questions
- (b) Question ONE carries 25 Marks
- (c) All other questions carry 15 Marks each
- (d) Do not write on the question paper

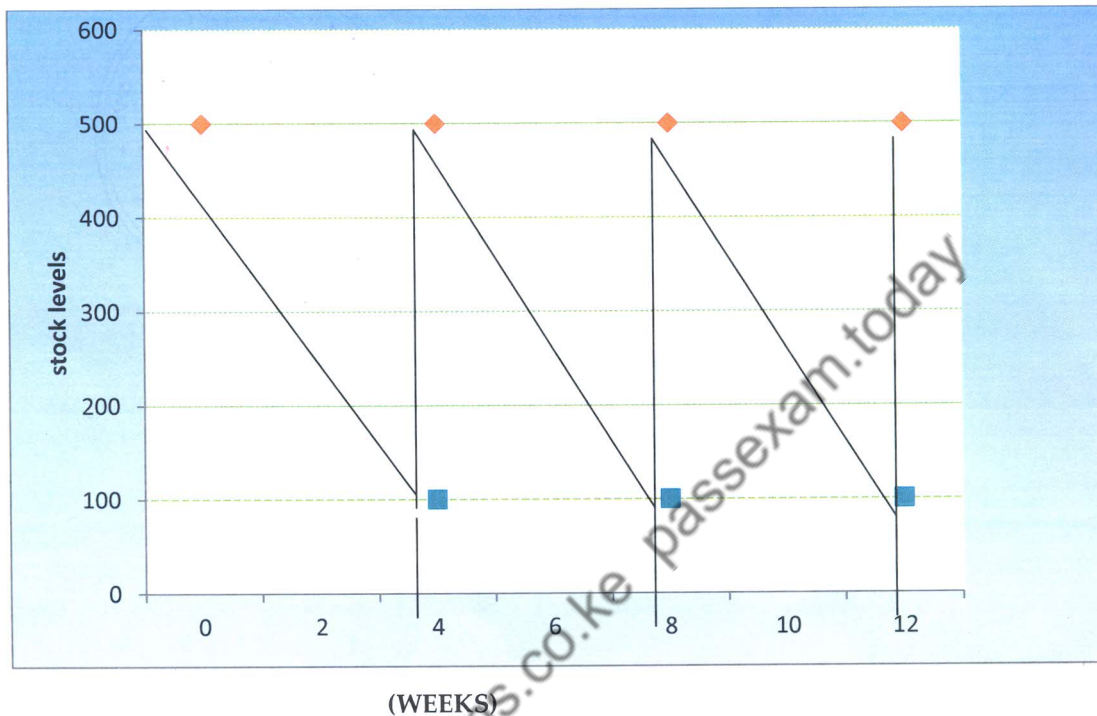
PLEASE TURN OVER

### Question One

- a) Briefly describe the principles of procurement

(5 marks)

#### Just in case method of stock exchange



- b) Explain the entries on the bar gate stock graph

(12 marks)

- c) Define the term document management systems highlighting the key features

(8 marks)

### Question Two

- a) ICT is the infrastructure & components that enabled major improvements on business process, however it also introduces negatives. Describe five disadvantages of ICT to organizations

(5 marks)

- b) Records are created, maintained and disposed. Discuss the factors to consider in retention of records

(10 marks)

### Question Three

- a) Briefly explain factors to consider when deciding which communication method to apply. (5 marks)

- b) In the process of purchasing stationery, state the guidelines to be followed which help to minimize cost incurred. (10 marks)