



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

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In a world consumed by screens and the ceaseless chatter of instantaneous communication, the melodic beauty and psychological symphony developed by the published word usually diminish in to the back ground, eclipsed by the relentless noise and disturbances that permeate our lives. Nevertheless, nestled within the pages of **Clerical Duties Activity Course And Workbook** a marvelous literary value brimming with organic feelings, lies an immersive symphony waiting to be embraced. Constructed by a wonderful musician of language, this captivating masterpiece conducts viewers on a psychological trip, skillfully unraveling the concealed songs and profound affect resonating within each carefully crafted phrase. Within the depths with this poignant review, we shall examine the book is central harmonies, analyze their enthralling writing type, and surrender ourselves to the profound resonance that echoes in the depths of readers souls.

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Table of Contents Clerical Duties Activity Course And Workbook

1. Understanding the eBook Clerical Duties Activity Course And Workbook
 - The Rise of Digital Reading Clerical Duties Activity Course And Workbook
 - Advantages of eBooks Over Traditional Books
2. Identifying Clerical Duties Activity Course And Workbook
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Clerical Duties Activity Course And Workbook
 - User-Friendly Interface
4. Exploring eBook Recommendations from Clerical Duties Activity Course And Workbook

- Personalized Recommendations
 - Clerical Duties Activity Course And Workbook User Reviews and Ratings
 - Clerical Duties Activity Course And Workbook and Bestseller Lists
5. Accessing Clerical Duties Activity Course And Workbook Free and Paid eBooks
 - Clerical Duties Activity Course And Workbook Public Domain eBooks
 - Clerical Duties Activity Course And Workbook eBook Subscription Services
 - Clerical Duties Activity Course And Workbook Budget-Friendly Options
 6. Navigating Clerical Duties Activity Course And Workbook eBook Formats
 - ePub, PDF, MOBI, and More
 - Clerical Duties Activity Course And Workbook Compatibility with Devices
 - Clerical Duties Activity Course And Workbook Enhanced eBook Features
 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Clerical Duties Activity Course And Workbook
 - Highlighting and Note-Taking Clerical Duties Activity Course And Workbook
 - Interactive Elements Clerical Duties Activity Course And Workbook
 8. Staying Engaged with Clerical Duties Activity Course And Workbook
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Clerical Duties Activity Course And Workbook
 9. Balancing eBooks and Physical Books Clerical Duties Activity Course And Workbook
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Clerical Duties Activity Course And Workbook
 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
 11. Cultivating a Reading Routine Clerical Duties Activity Course And Workbook
 - Setting Reading Goals Clerical Duties Activity Course And Workbook
 - Carving Out Dedicated Reading Time
 12. Sourcing Reliable Information of Clerical Duties Activity Course And Workbook

- Fact-Checking eBook Content of Clerical Duties Activity Course And Workbook
 - Distinguishing Credible Sources
13. Promoting Lifelong Learning
- Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
14. Embracing eBook Trends
- Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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