

2908/102

**OFFICE ADMINISTRATION
AND MANAGEMENT**

July 2017

Time: 3 hours



**THE KENYA NATIONAL EXAMINATIONS COUNCIL
DIPLOMA IN HUMAN RESOURCE MANAGEMENT
MODULE I**

OFFICE ADMINISTRATION AND MANAGEMENT

3 hours

INSTRUCTIONS TO CANDIDATES

This paper consists of SEVEN questions.

Answer any FIVE questions in the answer booklet provided.

Candidates should answer the questions in English.

This paper consists of 2 printed pages.

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Kenya National Bibliography Kenya National Library Service. National Reference & Bibliographic Department,2010
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