



ZIMBABWE

**MINISTRY OF HIGHER AND TERTIARY EDUCATION,
INNOVATION, SCIENCE AND TECHNOLOGY
DEVELOPMENT**

**HIGHER EDUCATION EXAMINATIONS COUNCIL
(HEXCO)**

NATIONAL CERTIFICATE

IN

OFFICE MANAGEMENT

MODULE: Office Administration

PAPER NO: 361/22/M01

DURATION: 3 Hours

NOVEMBER/ DECEMBER 2025 EXAMINATION

REQUIREMENTS

INSTRUCTIONS TO CANDIDATES

1. Answer any five (5) questions.
2. Begin each question on a new page.
3. Do not write your name inside or outside the answer booklet.
4. Do not write anything on the question paper.

This paper consists of 3 printed pages.

QUESTION 1

- a) Explain five (5) factors to consider when designing an issuing register. (10 marks)
- b) Explain five (5) types of activities to be diarised. (10 marks)

QUESTION 2

- a) Describe the automated requisition process. (5 marks)
- b) Outline the five (5) benefits of automated requisition process. (15 marks)

QUESTION 3

- a) State the advantages of:
 - i) Open plan office (5 marks)
 - ii) Closed office (5 marks)
- b) Give five (5) security measures to protect data. (10 marks)

QUESTION 4

Explain the five (5) benefits of appraising subordinates. (20 marks)

QUESTION 5

- a) Explain the meaning of manual filing. (4 marks)
- b) State four (4) advantages and four (4) disadvantages of manual filing. (16 marks)

QUESTION 6

Explain the following terms:

- a) Cloud storage (5 marks)
- b) Computerised filing (5 marks)
- c) Asset register (5 marks)
- d) Password (5 marks)

QUESTION 7

Draft a Petty Cash Book using the following transactions for Tabudirira Vocational Training Centre, for the month of March 2025.

March	1	Cash	\$200,00
	1	Telegrams and postages	12,15
	2	Bond paper	17,32
	3	Coffee and Tea	21,42
	4	Postage stamps	18,21
	5	Tax fare	23,45

(20 marks)

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