



MACHAKOS UNIVERSITY

University Examinations for 2019/2020 Academic Year

SCHOOL OF BUSINESS AND ECONOMICS

DEPARTMENT OF ACCOUNTING, BANKING AND FINANCE

FIRST YEAR SECOND SEMESTER EXAMINATION FOR

ARTISAN IN GARMENT MAKING

ARTISAN IN MOTOR VEHICLE TECHNOLOGY

ARTISAN IN ELECTRICAL ENGINEERING

ARTISAN IN CARPENTRY (TVET)

BOOK KEEPING

DATE:

TIME:

INSTRUCTIONS:

ANSWER ALL THE QUESTIONS

1. a) List five documents involved in making a transaction. (10 marks)
b) State five entries that one can post to a ledger. (10 marks)
2. a) List five contents contained in an invoice. (10 marks)
b) What are the components contained in a cash sale. (10 marks)
3. a) Explain the use of the following documents;
 - i. Counter foil register (2 marks)
 - ii. Work records (2 marks)
 - iii. Sign in/sign out (2 marks)
 - iv. Issues (2 marks)
 - v. Personal diary (2 marks)
4. a) State five importance why a business owner should keep transaction records. (10 marks)

- b) Define the following terms;
- i. Book keeping (2 marks)
 - ii. An order (2 marks)
 - iii. Receipt (2 marks)
 - iv. Discount (2 marks)
 - v. Loss (2 marks)
5. a) The marked price of a sewing machine is 10000 shillings. The allowed discount is 10% on cash basis and further 5% trade discount. Calculate the buying price of the sewing machine when both discounts apply. (10 marks)
- b) Describe two parties that are involved in a business transaction. (10 marks)

SOCIAL WORK MODULE 2 DIP

1. a) Identify four conditions that do warrant a will to be revoked. (10 marks)
b) State five characteristics of a will. (10 marks)
2. a) Describe any five sources that Kenya law depends upon. (10 marks)
b) Explain two classes of contracts. (10 marks)
3. a) Classify Kenya Law as it applies in its today applications. (10 marks)
b) Give four essential that do validate a contract. (10 marks)
4. a) Draw the structure of the Kenya Judiciary system. (10 marks)
b) Highlight on two types of person as they apply in the perspective of law. (10 marks)
5. a) Provide an explanation of two ways that apply in acquiring citizenship. (10 marks)
b) Define the following terms in law;
 - i. Law
 - ii. Crime
 - iii. Tort
 - iv. Contract
 - v. Will