B.COM DEGREE (CBCS) SPECIAL SUPPLEMENTARY EXAMINATION, JULY 2021

Fifth Semester

B.Com Model III Office Management & Secretarial Practice

Optional Core - CO5OCT07 - OFFICE MANAGEMENT AND ADMINISTRATION

2018 Admission Only

E78EB70D

Time: 3 Hours   Max. Marks : 80

Part A

*Answer any **ten** questions.*

*Each question carries **2** marks.*

1.   What do you mean by office work?

2.   State the basic functions of office.

3.   Write any two Advantages of maintaining Ventilation in an Office.

4.   Write any two safety measures for an office environment.

5.   What do you meant by Secrecy in an Office?

6.   List out the essentials of Record Management.

7.   What do you meant by Centralised Typing?

8.   State any two chatecteristics of an office system.

9.   Define work measurement.

10. Explain performance standards.

11. Define virtual office.

12. What is event management ?

(10×2=20)

Part B

*Answer any **six** questions.*

*Each question carries **5** marks.*

13. What are the activities of a modern office?

14. Enumerate the training methods used in developing office managers.

15. Distinction between Open Office and Private Office.

16. Explain the causes for noise and how to reduce noise in an office environment.

17. What is vertical filing? Explain its advantages and disadavantages.

18. Which are the Devices in Mail Department?

19. Enlist charecteristics of office systems.

20. Enumerate the steps in work simplification

21. Explain the cloud computing in office organisation.

(6×5=30)

Part C

*Answer any **two** questions.*

*Each question carries **15** marks.*

22. Define office manual.Sate its types and enumerate the different steps in preparing office manual.

23. Explain Office accommodation and factors to be considered while selecting an Office Building.

24. Define Indexing. Explain the Types of Indexing.

25. Breifly describe the functions and working of labour saving machienes used in modern offices.

(2×15=30)