

STELLA MARIS COLLEGE (AUTONOMOUS) CHENNAI – 600 086.
(For candidates admitted during the academic year 2011-2012)

SUBJECT CODE: 11CM/MC/OM34

B.Com. DEGREE EXAMINATION NOVEMBER 2012
COMMERCE
THIRD SEMESTER

COURSE : MAJOR CORE
PAPER : OFFICE MANAGEMENT
TIME : 3 HOURS

MAX. MARKS: 100
(10X3=30)

SECTION - A

I. ANSWER ALL QUESTIONS:-

1. What is an office?
2. Define Office Management.
3. Define filing.
4. What do you mean by Record management?
5. What is index?
6. What is meant by “Forms Control”?
7. List some types of machines in an office.
8. Write notes on “automation in office”.
9. Write a short note on Accounting Machine.
10. List the advantages of Dictaphone.

SECTION - B

II. ANSWER ANY FIVE QUESTIONS: (5x6=30)

11. “No business concern can exist without an office” Comment on this statement.
12. List out your suggestions for a Sound Office System.
13. Brief the advantages of good layout.
14. List the advantages of Decentralization of an office.
15. “Interior decoration is now an important part of office environment” – Discuss.
16. Explain the purpose of Records Management.
17. Explain the procedure for purchase of stationery.

SECTION - C

III. ANSWER ANY TWO QUESTIONS: (2x20=40)

18. Discuss the functions of an office.
19. Discuss the essentials of a good filing system.
20. Elaborate the important Methods of indexing.
21. Describe the functions and working of any **five labour-saving machines** commonly used in modern offices.
