

STELLA MARIS COLLEGE (AUTONOMOUS) CHENNAI – 600 086.
(For candidates admitted during the academic year 2004-2005 & thereafter)

SUBJECT CODE : CM/SC/OM34

B.Com. DEGREE EXAMINATION NOVEMBER 2007
COMMERCE
THIRD SEMESTER

COURSE : **SPECIALISATION – CORE**
PAPER : **OFFICE MANAGEMENT**
TIME : **3 HOURS** **MAX. MARKS : 100**

SECTION - A

Answer All Questions **(10 x 3 = 30)**

1. List out any three merits and demerits of private office.
2. Define 'Office Method'.
3. What is a filing manual?
4. Write a note on stenographic machine.
5. Why is it important to control consumption of stationery?
6. What is a 'paperless office'?
7. Write a note on 'docketing'.
8. State the uses of indexing.
9. What are the different types of paper used in an office?
10. What is mechanization?

SECTION – B

Answer Any FIVE questions **(5 x 6 = 30)**

11. What is 'Records Management'? Why is it important to maintain records?.
12. Explain the essentials of a good office system.
13. Discuss the principles relating to a good office layout.
14. Write short notes on : (a) Addressing machine and (b) Accounting machine.
15. Discuss the merits and demerits of decentralization of office.

16. Explain the principles of selection of an office machine.
17. Discuss the essentials of a good filing system.

SECTION – C

Answer Any TWO questions

(2 X 20 = 40)

18. What is indexing? Describe the various types of Index.
19. Discuss the various functions performed by a modern office.
20. Explain the different types of office layout with their relative advantages and disadvantages.
21. Discuss the various methods of filing.
