

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 2008**  
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. What is a paperless office?
2. State the meaning of office layout.
3. What is a filing manual?
4. Write short notes on Pigeon hole and Spike filing.
5. What is a window envelope?
6. Explain card index.
7. What is an office procedure? Illustrate.
8. Explain Alpha Numerical classification.
9. What is indexing?
10. State the different types of paper used in an office.

**SECTION – B**

ANSWER ANY FIVE QUESTIONS: ( 5 x 6 = 30 )

11. Discuss the objectives of mechanization.
12. What is an open office? How is it different from a private office? State its advantages.
13. Discuss the essentials of a good filing system.
14. What are the factors to be kept in mind when selecting office machines?
15. Explain de-centralisation of an office. State its advantages and disadvantages.

16. Discuss the factors relating to a good office layout.
17. Discuss the essentials of a good office system.

**SECTION – C**

ANSWER ANY TWO QUESTIONS:

( 2 x 20 = 40 )

18. Describe the functions of a modern office.
19. Discuss the modern methods of filing.
20. Explain the importance and need to control stationery in an office.
21. discuss the different types of machines used in the mailing department. State its advantages and disadvantages.

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