

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

SUBJECT CODE: 11CM/MC/OM34

B.Com. DEGREE EXAMINATION NOVEMBER 2015
COMMERCE
THIRD SEMESTER

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

MAX. MARKS: 100
(10 x 3 = 30 marks)

SECTION A

Short answers (max 50 words)

Answer ALL questions

All questions carry equal marks

1. What do you mean by 'modern office'?
2. Give the meaning of Centralization.
3. What is Records management?
4. What is meant by Indexing?
5. What is a Private office?
6. Write a short note on 'Paperless office'.
7. What is an Office system?
8. Write a note on 'Duplicating machine'.
9. Write a short note on office manual.
10. What is meant by Stationery?

SECTION B

Essay type answers (300 words)

Answer any FIVE questions

All questions carry equal marks

(5 x 6 = 30 marks)

11. Explain the importance of Office to an organization.
12. What are the merits of Decentralization of office services?
13. Briefly explain the different types of Indexing.
14. What are the objects of Mechanization in the office?
15. What is meant by Open Office? Explain its merits and de-merits.
16. Explain the need to control office stationery and supplies.
17. State the principles which should be followed for selection of right machines.

SECTION C

(2 x 20 = 40marks)

Essay type answers (1200 words)

Answer any TWO questions

All questions carry equal marks

18. What is an Office? Explain the various functions of an office.
19. Define Office system and procedures. Discuss the essentials of a good office system..
20. What is Filing? Explain the essentials of a good filing system.
21. Describe the functions of various types of machines used in the different departments of an office.
