

STELLA MARIS COLLEGE (AUTONOMOUS) CHENNAI – 600 086.
(For candidates admitted during the academic year 2008-2009)

SUBJECT CODE : **CM/MC/OM34**

B.Com. DEGREE EXAMINATION NOVEMBER 2009
COMMERCE
THIRD SEMESTER

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

SECTION – A

ANSWER ALL QUESTIONS: (10 x 3 = 30)

1. What is a filing manual?
2. Define an office.
3. What is an office procedure?
4. Write short notes on docketing.
5. What is window envelope?
6. State any three important aspects of records management.
7. What is an index?
8. Write short notes on paperless office.
9. Explain alphanumerical classification.
10. State the departments of a modern office.

SECTION – B

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

11. Discuss the merits and demerits of de-centralised office services.
12. State the essentials of a good office system.
13. Discuss the types of accounting machines used in an office
14. Compare and contrast the features of an open office and a private office.
15. Explain any four types of indexing.
16. Write short notes on stenographic and mailing machines.
17. Discuss the different types of paper and envelopes used in an office.

SECTION – C

ANSWER ANY TWO QUESTIONS:

(2 x 20 = 40)

18. Discuss the functions performed by a modern office.
19. Explain the importance of filing and discuss the modern methods of filing.
20. State the objectives of mechanization. Explain the principles for selection of office machines.
21. What is office stationary? Discuss the importance and need to control stationary.

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