

Exam Date & Time: 07-Oct-2020 (02:00 PM - 05:45 PM)



PSG COLLEGE OF ARTS AND SCIENCE

Note: Writing 3hrs: Checking & Inserting Image : 30mins + Grace Time : 15mins

BCom DEGREE EXAMINATION MAY 2020

ALTERNATIVE SUBJECT FOR TYPEWRITING

OFFICE MANAGEMENT [00TY_OM]

Marks: 75

Duration: 210 mins.

SECTION A

Answer all the questions.

- 1) What do you mean by management? (2)
- 2) State the need for information management. (2)
- 3) What is office layout? (2)
- 4) List the various forms of physical Hazards in an office. (2)
- 5) What are the demerits of centralization of work? (2)
- 6) State the importance of Mechanisation. (2)
- 7) What are the benefits of indexing? (2)
- 8) Mention any two importance of proper maintenance of record. (2)
- 9) What are the benefits of cost reduction? (2)
- 10) What is budgetary control? (2)

SECTION B

Answer all the questions.

- 11) Discuss the elements of management. (5)
 - a) [OR] Explain the importance of modern office management. (5)
 - b)
- 12) What are the principles of office accommodation? (5)

- a)
[OR] State the objectives of office administration. (5)
b)
- 13) What are the various role played by an office manager? (5)
a)
[OR] Distinguish between centralization and decentralisation of work. (5)
b)
- 14) State the importance of filing in an office. (5)
a)
[OR] Explain the classification and arrangement of files in an office. (5)
b)
- 15) Briefly state the importance of communication. (5)
a)
[OR] State the recent development in office communication and correspondence. (5)
b)

SECTION C

Answer 3 out of 5 questions.

- 16) What are the functions of office management? Discuss in detail. (10)
- 17) Elucidate the latest trends in office layout. (10)
- 18) State the importance of system analysis in office management. (10)
- 19) Describe the various modern filing devices in detail. (10)
- 20) Explain the barriers to communication in an office. (10)

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