



LOYOLA COLLEGE (AUTONOMOUS), CHENNAI – 600 034

B.Com. DEGREE EXAMINATION – CORPORATE SECRETARYSHIP

FIFTH SEMESTER – NOVEMBER 2017

BC 5402 – OFFICE MANAGEMENT

Date: 13-11-2017

Dept. No.

Max. : 100 Marks

Time: 09:00-12:00

PART A

Answer all Questions

10* 2= 20 Marks

- 1) Define office.
- 2) What is centralization?
- 3) What is work flow?
- 4) List any two principles of office system.
- 5) What are the types of office layout?
- 6) List any two safety features of working environment.
- 7) Give any two objective of Indexing.
- 8) Give any two objectives of office automation.
- 9) What is HTTP?
- 10) What is IDP?

PART B

Answer Any FOUR Questions

4*10= 40 Marks

- 11) Explain the importance of office.
- 12) Explain the importance of Supervision.
- 13) Write a note on the principles of Office Layout.
- 14) Explain how Interior decoration helps In the better working environment.
- 15) Brief on the significance of Record Management.
- 16) Explain the basis of machine selection in the office.
- 17) Write a Note on EDP.

PART C

Answer Any TWO Questions

2*20= 40 Marks

- 18) Briefly explain the Requisites of office Management.
- 19) Briefly explain the necessity of office Planning and Work simplification.
- 20) Briefly explain the importance of Working Environment.
- 21) Write a Brief note on the Communication systems like WAN and EDP.
