



LOYOLA COLLEGE (AUTONOMOUS), CHENNAI – 600 034

B.Com. DEGREE EXAMINATION – CORPORATE SECRETARYSHIP

FIFTH SEMESTER – NOVEMBER 2014

BC 5504 - OFFICE MANAGEMENT

Date : 05/11/2014
Time : 09:00-12:00

Dept. No.

Max. : 100 Marks

SECTION –A

Answer ALL Questions:

(10x2=20)

1. What is meant by Office?
2. Explain Office environment.
3. Give the meaning of Office layout.
4. Define office supervision.
5. What is meant by office correspondence?
6. What is work simplification?
7. Explicate filing.
8. What is office manual?
9. How is cost reduction effected?
10. Explain office reports.

SECTION –B

Answer any FIVE questions:

(5x8=40)

11. What are the various Office services?
12. Explain the term office administration.
13. Write a note on the departments of a modern office.
14. Write a note on office stationary and supplies.
15. What are the advantages of office machines and equipment?
16. Briefly explain Indexing.
17. How do you evaluate records maintenance programme?
18. Explain the role of computers in data processing.

SECTION – C

Answer any TWO Questions:

(2x20=40)

19. What are the functions of office Management?
20. Write a detailed note on 'office correspondence'.
21. What is cost reduction? Explain the significance of cost reduction in office Management?

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