



LOYOLA COLLEGE (AUTONOMOUS), CHENNAI – 600 034

B.Com. DEGREE EXAMINATION – CORPORATE SECRETARYSHIP

FIFTH SEMESTER – NOVEMBER 2014

BC 5402 - OFFICE MANAGEMENT

Date : 10/11/2014
Time : 09:00-12:00

Dept. No.

Max. : 100 Marks

PART- A

Answer all the questions:

10 x 2 = 20

1. Define 'office'.
2. What is an office system?
3. What is office Layout?
4. Define communication.
5. List out the important activities undertaken in an office.
6. What is filing?
7. What is editing of data?
8. Define office manual.
9. What is a loose – leaf book index?
10. What is an office routine?

PART - B

Answer any four questions:

4 x 10 = 40

11. Explain the importance of internal communication in an office.
12. What are the principles of office layout?
13. Describe briefly the important departments of an office.
14. Briefly describe the functions of a modern office.
15. Discuss the function of an office manager.
16. What are the important office machines used in the present times?
17. Write short notes on (a)EDP (b)IDP

PART - C

Answer any two questions:

2 x 20 = 40

18. Write a note on the importance of office systems and procedures.
19. Briefly explain the duties of an office supervisor.
20. What are the various methods of filing and indexing used in a modern office?
21. What is office lay –out? What are its objectives?
