

QP CODE: 25008743



Reg No :

Name :

**B.COM DEGREE (CBCS) SPECIAL REAPPEARANCE EXAMINATIONS, FEBRUARY
2025**

Fifth Semester

B.Com Model III Office Management & Secretarial Practice

Optional Core - CO5OCT07 - OFFICE MANAGEMENT AND ADMINISTRATION

2022 Admission Only

BBE75E9B

Time: 3 Hours

Max. Marks : 80

Part A

*Answer any **ten** questions.*

*Each question carries **2** marks.*

1. What are management functions of office?
2. What do you mean by office manual?
3. Write any four advantages of Open Office.
4. Write any two Advantages of maintaining Interior Decoration in an Office.
5. Write the measures to prevent the unwanted noise in the Office.
6. Write any four objectives of Record Management.
7. What is Horizontal Filing?
8. State system integration.
9. What are office equipments?
10. What is a measurable office work?
11. Define Cloud Computing.
12. What is event management ?

(10×2=20)

Part B

*Answer any **six** questions.*

*Each question carries **5** marks.*

13. State the importance of office.





14. What are the activities of a modern office?
15. Why office documents are kept to be safe in an office? Explain.
16. Write a note on Sanitary Requirements in an Office.
17. Explain the Types of Correspondance.
18. Which are the Devices in Mail Department?
19. What are the benefits derived by management from work standards?
20. Enumerate the steps in work simplification.
21. What is free market in outsourcing ? Describe the features of free market.

(6×5=30)

Part C

*Answer any **two** questions.*

*Each question carries **15** marks.*

22. Bring out the qualities of a good office manger and comment upon the role of office manger.
23. Explain Office accommodation and factors to be considered while selecting an Office Building.
24. Define Indexing. Explain the Types of Indexing.
25. Define office system. state the importance of office system. Bring out the charecteristics of sound office system.

(2×15=30)

