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BCMOSVN 201

**Second Semester B.Com. Examination, September 2022
(NEP 2020) (2021-2022 Batch Onwards)**

COMMERCE

Office Management and Secretarial Practice (DSCC)

Office Systems and Procedures

Time : 2 Hours

Max. Marks : 60

SECTION – A

I. Answer **any five** of the following questions :

(5×2=10)

- 1) Explain work simplification.
- 2) Define office system.
- 3) Explain the filter menu commands.
- 4) What is decentralized filing ?
- 5) What is crop tool ?
- 6) Define filing.
- 7) What is records management ?
- 8) Who is an office manager ?

SECTION – B

II. Answer **any four** of the following questions :

(4×5=20)

- 9) What are the disadvantages of centralized filing ?
- 10) Briefly explain the responsibilities of Office Manager.
- 11) Explain the different types of Marquee tool.

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- 12) State the objectives of motion and time study.
- 13) What are the characteristics of office system ?
- 14) Elucidate the different categories of stationery.

SECTION – C

III. Answer **any two** of the following questions :

(2×15=30)

- 15) Describe the role of Office Manager in systems and procedures.
 - 16) Elucidate the need to control office stationery.
 - 17) What are the functions of various tools used in Corel Draw ?
 - 18) Explain the essentials of a good filing system.
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