A-2618
First Year B. Com. (Sem. I) Examination
March / April - 2015
Office Management - I
(New Course)

Time : Hours] [Total Marks : 50

Instructions :
(1)

(2) All the questions are compulsory.
(3) Figures to the right indicate marks.

1 Answer in brief : 10
   (i) What do you mean by functional office management ?
   (ii) What do you mean by scientific management in office ?
   (iii) What do you mean by office building ?
   (iv) What do you mean by office work ?
   (v) Who is an office Manager ?

2 Explain the various activities performed by the office. 12
What is the importance of an office ?

OR

2 What do you mean by office management ? What are the 12
various elements of an office management ?

3 Explain the functions of an office manager and 13
office management.

OR

A-2618] 1 [Contd...
3 What are the objectives of Administrative Office Management? Explain the new trends in office management.

4 Write short notes: (any three)
   (i) Paper less office
   (ii) Scientific management in office
   (iii) Office layout
   (iv) Location of an office
   (v) Office accommodation.