



RB-0418
Second Year B. Com. Examination
April / May – 2010
Office Management : Paper - III
(Theory)

Time : 3 Hours]

[Total Marks : 70

Instructions :

(1)

<p>नीचे दशांशविक निशान्नीवाणी विगतो उत्तरवडी पर अवश्य वणवी. Fillup strictly the details of signs on your answer book.</p> <p>Name of the Examination : S. Y. B. Com.</p> <p>Name of the Subject : Office Management - 3 (Theory)</p> <p>Subject Code No. : 0 4 1 8 Section No. (1, 2,.....) : Nil</p>	<p>Seat No. : <input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/></p> <p style="text-align: center; border: 1px solid black; border-radius: 15px; padding: 10px;">Student's Signature</p>
---	--

(2) Figures to the right indicate full marks.

1 Answer the following questions. 10

- (1) What do you mean by Internet.
- (2) Define modern concept of office.
- (3) State the parts of computer.
- (4) State the departments of a modern office.
- (5) Differentiate centralized and decentralized office services.

2 (a) Discuss the methods of duplication. 6

(b) Discuss the methods of classification. 6

OR

2 (a) Discuss the functions of office. 6

(b) Discuss the importance of office in modern business. 6

- 3** Give introduction and uses of the following office machines : **12**
- (1) Franking machine
 - (2) Sealing machine
 - (3) Punch card machine
 - (4) Weighing and folding machine.
- OR**
- 3** Write the history and types of Computer. State its importance and uses in business. **12**
- 4** What are the differences between official and commercial correspondence? Discuss in detail. **12**
- OR**
- 4** Discuss handling of out going mail of a big organization. **12**
- 5** Write a letter of complaint to your supplier stating that the goods which are urgently needed have not been supplied inspite of repeated request? Ask for early supply. **12**
- OR**
- 5** As a Collector of Ahmedabad draft an official letter to the Superintendent of Police, Valsad to make necessary arrangement for the security of Chief Minister's visit on 26th January, 2010. **12**
- 6** Write short notes on any **three** : **12**
- (i) Window Envelop.
 - (ii) Typing Pool
 - (iii) Indexing
 - (iv) Time Recorder
 - (v) V.P.P.
 - (vi) 'you' attitude