

Unit-I-Introduction to Office Management,Functions,Site Selection & Layout

1. What do you understand by office management? Discuss the responsibility for office work and its objectives. (2016)
2. What do you mean by Decentralization of an office? Explain its merits and demits. (2016)
3. Explain the process of selection of office site. (2016)
4. Discuss the different types of office layout. (2016)
5. Define office Management. Explain its objectives. (2015)
6. Briefly explain any Two: (2015)
 - a.Planning & Organizing the Office b. Selection of Office Site c. Office Layout
7. What do you understand by Office Organization? What are the major principles which contribute towards making an office organization effective? (2015)
8. What do you mean by centralization of an office? Explain its merits & demerits. (2015)
9. What is Office Organization? Explain the important principle of it. (2014)
10. Explain the duties & responsibilities of an Office Manager. (2014)
11. Write Short notes on: (2014)
 - a. Centralization & Decentralization of an office b.Organization & Method(Unit II)
12. Since an organization may not fully avoid conflicts,an office manager must learn how to resolve the conflict when they occur: (2014)
 - a.List any five probable causes of conflicts.
 - b.Explain clearly five strategies you would apply to manage conflicts.
13. Discuss the function of an office of a business organization.What are the features of an efficient office? (2013)
14. Compare and contrast centralisation & Decentralisation with respect to office organization. How can technology afford benefits of both? (2013)
15. Discuss the factors to be considered while designing the office layout for the sales office of pharmaceutical company. (2013)
16. “When a man’s job grows beyond his personal capacity, his success lies in his ability to multiply himself through other people.” Explain. (2012)
17. Write short notes on any two: (2012)
 - a.Office Management b.Paperless offices
 - c.Office Layout d.Open Office Vs Private Office

Unit-II-O&M,Office mach. & Equip.,Comm.,Other off. ser.,data processing sys.,the future off.

1. Discuss modern techniques of office communication. (2016)
2. Define data processing system. Discuss its uses in office management. (2016)
3. Discuss different types of Office machinery & equipments. (2015)
4. Explain essentials of communication in an office & importance of electronic communication in modern office system. (2015)
5. Briefly explain any two:
 - a. Essential of communication in an office
 - b.Importance of electronic communication in modern office system. c.Advantage of mechanisation of an office
6. Communication is a major task in office operation; describe the means & challenges in managing communication in a modern office. (2013)
7. “O & M (Organization & Methods) can bring about considerable efficiency & effectiveness in any office.”Justify the statement. (2013)
8. “The trend among businessmen is to mechanise their office.” Why is this so? State the factors that you would take into account before introducing office machines. (2012)
9. “Effective communication is the key to success.”Explain the barriers to and the importance of effective communication in an office? (2012)
10. Narrate the meaning and importance of O & M(Organization & Method) in an organization. Describe the various steps involved in conducting an O & M assignment. (2012)

Unit-III-Computer usage, Security & Audit,EDI.

1. Briefly explain any two: (2016)
 - a. Organisation and method(Unit II) b. Security Data protections c.Human aspects of computer usage
2. Write short notes on: (2015)
 - a. Electronic Data interchange b.Audit Management services
3. What is meant by electronic data processing? Explain its merits & demerits. (2014)
4. Explain the statement: (2014)
 - a. “An answering machine is the demand of every office”. b.“Computer is device which is useful to everybody”.
5. What is the need for providing security of office data and information? Discuss various methods available to the office manager for the purpose. (2013)
6. Write short notes on: (2013)
 - a.Factors in site selection of office.(Unit I) b.The office of the future.(Unit II)
 - c.SHO d.Electronic data interchange
7. What is “EDI”?Explain its application in today’s business world. (2012)
8. Explain the data security threats that are faced by a modern office today. (2012)