

Seat No.	
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**B.C.A. (Faculty of Commerce) (Science) (Part - I) (Semester - I)
Examination, November - 2018**

OFFICE MANAGEMENT & COMMUNICATION (Paper - 105)

Sub. Code: 59573

Day and Date : Friday, 02 - 11 - 2018

Total Marks : 80

Time : 2.30 p.m. to 5.30 p.m.

- Instructions :**
- 1) All questions carry equal marks.
 - 2) Solve any four questions from Q. No. 1 to Q. No. 7.
 - 3) Questions No. 8 is compulsory.

Q1) Explain the functions of office management in details. **[16]**

Q2) Explain in brief office management along with its element. **[16]**

Q3) Define office environment and explain different elements of it. **[16]**

Q4) Meaning of Office Layout and explain various factors affecting on office layout. **[16]**

Q5) Define Communication. Explain its Characteristics & importance. **[16]**

Q6) Explain Barriers of Communication in brief. **[16]**

Q7) Explain E-communication with its benefits & limitations. **[16]**

Q8) Write short answers (any four) **[16]**

- a) E-office.
- b) Role of Communication in Business.
- c) Formal Communication.
- d) Urban Verses Suburban location.
- e) Process of Communication.
- f) Activities of Office.

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