

OFFICE ADMINISTRATION METHODS & SYSTEMS

Questions Paper

1. Define "Administrative Office Management" and narrate its objectives.
2. Discuss in detail the system of Filing and their advantages.
3. What is meant by "Scientific Office Management"? Explain the techniques involved in scientific office management.
4. Comment on the modernisation in office systems.
5. Draw the structure of office organisation and explain the functional relationship.
6. Narrate the advantages of computerised office administration.
7. What is meant by open office? Examine in depth the advantages and disadvantages of having an open office.
8. What is meant by productivity in office administration? How is productivity in office enriched?
9. Narrate the causes for absenteeism in office and explain how it can be reduced?

10. Write short notes on the following:

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- a) Tapals entry system
- b) Controlling Office Stationery
- c) Line and Staff Organisation
- d) Office furniture
- e) Computer languages
- f) Electronic data processing (EDP)
- g) In-tray and out-tray in office system
- h) Data Bank
- i) Office Tapals
- j) Cognitive learning