

OK 7/2/24

TC231770D

Reg. No.....

Name:.....

DIPLOMA EXAMINATION, NOVEMBER 2023

(2023 Admission Regular)

SEMESTER 1 - (GENERAL COURSE)

(Diploma in Health Care Assistance)

VHA1G02D23 - OFFICE MANAGEMENT

**(Common for Diploma in Health Care Assistance, Diploma in Garment Making,
Diploma in Interior and Exterior Space Designing)**

Time: 3 Hours

Maximum Marks: 60

PART A

I. Answer all the questions. Each question carries 1 mark

A. Choose the correct answer from the bracket

1. E-mail was invented in the year
(1982, 1974, 1972, 1984)
2. Which of the following is an input device?
(Printer, Speaker, Monitor, Joystick)
3. Memorandum means to
(point out, remember, highlight, forgive)
4. Which of the following account is a Personal Account
(Cash account, Rent account, Ram's Account, Salary account)
5. Full form of CPU
(Computer Processing Unit, Central Processing Unit,
Computer Principle Unit, Control Processing Unit)



(5 x 1 = 5)

B Match the following questions

6.CPU	a. Points out
7.Index	b. Information Highway
8.Internet	c. set of rules
9.Protocol	d. debts owned
10.Liabilities	e. brain of computer

(5 x 1 = 5)

C Answer the Following statements as True or False

11. Classification of recorded transactions are done in a ledger
12. Plotter is an input device.
13. Accounts representing persons are called personal accounts.
14. Office is the administrative centre of business
15. Front office has no contact with the outside world

(5 x 1 = 5)

D. Answer the following questions in one word

16. 16.Full form of OCR _____
17. 17.The process of planning and controlling material flows is known as _____
18. 18.Name the person who invented Email.
19. 19.Name any two browsers commonly used.
20. 20.The book of Prime Entry

(5 x 1 = 5)

PART B

II. Answer any five questions. Each question carries 2 marks

21. Define "Computer".
22. State the managerial functions of an office.
23. What is vertical filing?
24. What is an Office.?
25. State any two objectives of accounting.
26. What are records?
27. What is Internet?

(5x 2 = 10)

PART C

III. Answer any four questions. Each question carries 5 marks

28. State the basic functions of an office.
29. What are the objectives of Record Management?
30. Explain the characteristics of a project.
31. State any five applications of the Internet
32. Classify the following as Personal, real or nominal account
 - a) Cash A/c b) Goodwill A/c c) Purchase of Building d) Rent Paid
 - e) Capital A/c
33. Define the following terms:
 - a) Assets b) Liabilities c) Drawings d) Capital e) Journal

(4x 5 = 20)

PART D

IV. Answer any one question. The question carries 10 marks

34. What are the components of a computer?
35. a) State the significance of office.
b) What are the various types of offices?



(1 x 10 = 10)