

TC241770D

Reg. No.....

Name:.....

DIPLOMA EXAMINATION, NOVEMBER 2024

(2024 Admission Regular)

SEMESTER 1 - (GENERAL COURSE)

(Diploma in Interior and Exterior Space Designing)

VID1G02D23 - OFFICE MANAGEMENT

IT SKILLS and BOOKKEEPING

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. Which of the following is not a type of record?
(Personal, Official, Vertical, Non-Records)
2. Which of the following is not a browser
(Google Chrome, Google, Internet Explorer, Mozilla Firefox)
3. Which of the following account is a real account
(Cash account, wages account, Mohan's Account, Rent account)
4. Which of the following is an expense
(Cash, Salary, Goodwill, Commission received)
5. Memorandum means to
(point out, remember, highlight, forgive)

(5 x 1 = 5)

B Match the following questions

Column A	Column B
6. Form	a. Output device
7. Monitor	b. Information Highway
8. Internet	c. Input device
9. Mouse	d. Reception
10. Front office	e. Organized record

(5 x 1 = 5)

C Answer the Following statements as True or False

11. The bank account is an asset.
12. Assets representing income are called nominal accounts.
13. Files are placed in standing upright position for vertical filing.
14. The Book of Prime entry is called Ledger.
15. Primary memory is also called main memory.

(5 x 1 = 5)

D. Answer the following questions in one word

16. The basic functions of an office is also called _____.
17. Computer understandable language is called _____.
18. Email was invented by _____.
19. The type of classification used in libraries.
20. Full form of OCR _____.

(5 x 1 = 5)

PART B

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

21. What is indexing?
22. What is a computer?
23. What are operating costs?
24. What is a web browser?
25. What is Internet?
26. What are files?
27. What is an office?

(5 x 2 = 10)

PART C

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

28. What are features of cost accounting?
29. State the significance of an Office.
30. Define the following terms
a) Capital b) Account c) Business Transactions d) Liabilities e) Assets
31. Explain the role of supervisors in an office
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. What are the components of data communication system?

(4x 5= 20)

PART D

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

34. Write any ten applications of Internet.
35. Explain the components of a computer in detail.

(1 x 10 = 10)