

Bachelor of Commerce

B.Com

CHOICE BASED CREDIT SYSTEM

**BCOE – 144: Office Management and Secretarial
Practices**

ASSIGNMENT

2022-2023

Valid from 1st January 2023 to 31st December 2023

Sixth Semester



School of Management Studies

Indira Gandhi National Open University

Maidan Garhi, New Delhi -110068



**BACHELOR OF COMMERCE
CHOICE BASED CREDIT SYSTEM
BCOE – 144:
ASSIGNMENT: 2022-23**

Dear Students,

As explained in the Programme Guide, you have to do one Tutor Marked Assignment in this Course. The assignment has been divided into three sections. Section A Consists of long answer questions for 10 marks each, Section B consists of medium answer questions for 6 marks each and Section C consists of short answer questions for 5 marks each.

Assignment is given 30% weightage in the final assessment. To be eligible to appear in the Term-end examination, it is compulsory for you to submit the assignment as per the schedule. Before attempting the assignments, you should carefully read the instructions given in the Programme Guide.

1. Those students who are appearing in June 2023 Term End Examination they have to submit latest by in 15 March 2023.
2. Those students who are appearing in December 2023 exams. They should download the new assignment and submit the same latest by 15 October 2023.

You have to submit the assignment of all the courses to the Coordinator of your Study Centre.

TUTOR MARKED ASSIGNMENT

| | | |
|------------------------|----------|--|
| COURSE CODE | : | BCOE-144 |
| COURSE TITLE | : | Office Management and Secretarial Practices |
| ASSIGNMENT CODE | : | BCOE-144/TMA/2022-23 |
| COVERAGE | : | ALL BLOCKS |

Maximum Marks: 100

Note: Attempt all the questions.

Section – A

- 1) “An organization’s present and future plans must be taken into consideration while deciding about the location.” Discuss. (10)
- 2) “One of the major objectives of office management is the optimum utilization of office resources- both human and material”. Discuss. (10)
- 3) What are various types or forms of office Organisation? State advantages and disadvantages of line organisation. (10)
- 4) “Your platform has nowhere to go but up with the right marketing strategy” Discuss in context of publishing platforms. (10)
- 5) Does modern office design eliminate the stress factor? Discuss with the help of a case study. (10)

Section – B

- 6) What are the points kept in mind in designing of office forms? (6)
- 7) What is office mechanization? State its various advantages and disadvantages. (6)
- 8) What is automation? List down different advantages of the office system automation. (6)
- 9) **Differentiate between the following:** (6)
 - (a) Infrastructure as a Service (IaaS) and Platform as a Service (PaaS)
 - (b) Software as a Service (SaaS) and Functions as a Service (FaaS).
- 10) What are the various types of cheques? State the reasons for not honouring a cheque. (6)

Section – C

- 11) What is Unstructured Supplementary Service Data (USSD)? (5)
- 12) What is the between Sales Budget and Purchase Budget. (5)
- 13) What are the requisites of a valid meeting? (5)
- 14) **Define the following:** (5)
 - (a) Agenda
 - (b) Notice