ASSIGNMENT – 1 to 3

SESSION: 2017-18

DIPLOMA IN OFFICE MANAGEMENT

(DOM)

Please read the instructions carefully before attempting assignment questions.

INSTRUCTIONS

Dear Learner,

Welcome to the Diploma Programme in Office Management offered by Odisha State Open University, Sambalpur.

You are required to submit one assignment per course within the stipulated time in order to become eligible to appear in the term-end examination. The assignments will be evaluated by the counselors at your Study Centre. Please submit your assignment response to Coordinator of the Study Centre. Before you attempt the assignments, please go through the course materials carefully. Please read the instructions pertaining to an assignment before your start writing your answer. Do not copy from the course material or from any other source. You are advised to read the material carefully, understand the same and write answers in your own language and style so that you will get good marks/grades.

Purpose of Assignments:

1. Assignments are part of the continuous evaluation process in Open and Distance Learning (ODL) system. Due weightage is given to the marks/grades you obtain in assignments. This will help you for better performance in the term-end examination. If you secure good grades/marks in assignments, your overall performance will improve.
2. Assignments are also a part of the teaching-learning process in ODL. Your assignment, after evaluation, will be returned back to you with specific and general comments by the evaluator. This will help you to know your strength as well as your weakness. Thus, it will establish a two-way communication between learner and evaluator.

How to write assignments:

1. Write your name, programme code, course title, enrolment no. and study centre code in the top sheet of the assignment answer booklet.
2. Write the answers in your handwriting. Give sufficient margin in the left side of each page so that the evaluator will give comments on each paragraph/page.
3. Do not cross the word limit given in each question.
4. Your handwriting should be neat and readable.

Weightage for each assignment:

1. Each assignment will carry 25% weithtage and term-end examination will carry 75% weithtage.
2. Each assignment will be of 100 marks. But it will carry 25% weightage.
3. You have to score minimum pass mark i.e. 40% in each assignment. In case you do not submit assignment or get fail mark in assignment you have to re-submit in the next year.

SUBMISSION DATES FOR ASSIGNMENTS

Sl. No.	Course Code	Name of the Course	Date of Submission	Day as per Calendar
1	DOM-01	Management Principles and Practices	22nd October 2017	Sunday
2	DOM-02	Office Management	29th October 2017	Sunday
3	DOM-03	Information Technology for Management	5th November 2017	Sunday

DOM-01: Management Principles and Practices

<u>ASSESSMENT QUESTIONS</u>

[Full Marks: 100]

Group 'A' (Answer each question within 100 words)   **(5 X 6 Marks Each)**

1. Define the steps involved in the process of effective control.
2. What do you mean by motivation?
3. Define the factors affecting leadership in an organisation.
4. What is staffing?
5. Distinguish between 'authority' and 'responsibility'.

Group 'B' (Answer each question within 250 words)   **(3 X 10 Marks Each)**

6. "Centralisation is the holding of authority at the top level, whereas decentralisation refers to distribution of authority in an organisation-wide context". Comment.
7. What are the principles in organising?
8. Explain the steps in MBO process in an organisation.

Group 'C' (Answer each question within 500 words)   **(2 X 20 Marks Each)**

9. Explain the contributions made by 'scientific school of management'.
10. What are the steps involved in the planning process? Mention the benefits and limitations of planning.

DOM-02: Office Management

ASSESSMENT QUESTIONS

[Full Marks: 100]

Group 'A' (Answer each question within 100 words)   **(5 X 6 Marks Each)**

1. What are the different types of office?
2. What do you mean by 'span of supervision'?
3. Explain 'record management'.
4. Mention the various factors that affect office location.
5. Identify the essential qualities of a good supervisor.

Group 'B' (Answer each question within 250 words)   **(3 X 10 Marks Each)**

6. "Office automation involves quite a huge quantum of capital investment". Comment.
7. What are the types of records kept in business organisations?
8. Define 'office management'. What are the functions of office manager?

Group 'C' (Answer each question within 500 words)   **(2 X 20 Marks Each)**

9. Discuss the importance of office layout, lighting and ventilation from the point of view of the office efficiency of work.
10. Why office supervision is considered important? Explain control as a feedback system in an office environment with example.

DOM-03: Information Technology for Management

ASSESSMENT QUESTIONS

[Full Marks: 100]

Group 'A' (Answer each question within 100 words)   **(5 X 6 Marks Each)**

1. What are the benefits of operating system?
2. How can worksheet be formatted in various ways?
3. Explain the concept of 'management information system'.
4. What are the broad classifications of tools?
5. How to type a text, change the format, font and size?

Group 'B' (Answer each question within 250 words)   **(3 X 10 Marks Each)**

6. Identify and discuss some major issues in implementing MIS.
7. What are the various ways to format a text?
8. Identify the functions and features of PowerPoint-2.

Group 'C' (Answer each question within 500 words)   **(2 X 20 Marks Each)**

9. Discuss the increasing significant impacts of internet and social media on modern organisations.
10. "MS-Excel is the most powerful and versatile tool for the purpose of management of accounts." Examine.