

AOM -01

**Bachelor's Degree Programme
(BDP)**

**ASSIGNMENT
2015-16**

Application Oriented Course

AOM -01: OFFICE ORGANISATION AND MANAGEMENT

For July 2015 and January 2016 admission cycle



**School of Management Studies
Indira Gandhi National Open University
Maidan Garhi, New Delhi -110 068**

Application Oriented Course

AOM -01: OFFICE ORGANISATION AND MANAGEMENT

ASSIGNMENT- 2015-16

Dear Students,

As explained in the Programme Guide, you have to do one Tutor Marked Assignment in this Course.

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.

This assignment is valid for two admission cycles (**July 2015 and January 2016.**) The validity is given below:

1. Those who are enrolled in **July 2015**, it is valid upto **June 2016**.
2. Those who are enrolled in **January 2016**, It is valid upto **December 2016**.

You have to submit the assignment of all the courses to The Coordinator of your Study Centre. For appearing in June Term-End Examination, you must submit assignment to the Coordinator of your study centre latest by **15th March**. Similarly for appearing in December Term-End Examination, you must submit assignments to the Coordinator of your study centre latest by **15th September**.

TUTOR MARKED ASSIGNMENT

Course Code	:	AOM-01
Course Title	:	Office Organisation and Management
Assignment Code	:	AOM-01/TMA/2015-16
Coverage	:	All Blocks

Maximum Marks : 100

Attempt all questions.

1. Forms control has been referred to “one of the essential tools of office management”. What do you understand by forms control? State how will you initiate a system of forms control in an organization with which you are familiar and enumerate the benefits you would expect from it?

(20)
2. Explain the significance of internal office communication. Mention the types of internal communication found in a modern office.

(20)
3. Bring out clearly the functions of an office manager. What in your opinion, should be the essential qualifications of an office manager?

(20)
4. Write short notes on the following:
 - i) Handling of Stationery in Stores
 - ii) Communication Machines
 - iii) Filing Methods
 - iv) Electronic Fund Transfer (EFT)

(4×5)
5. Distinguish between the following:
 - i) E-Commerce and M-Commerce
 - ii) Email and Mail
 - iii) Hardware and Software
 - iv) Management & Administration

(4×5)