4 (Sem–3/CBCS) CAB HC 1

2021

(Held in 2022)

COMMERCE

(Honours)

Paper : COM–HC–3016

(Computer Applications in Business)

Full Marks : 40

Time : Two hours

The figures in the margin indicate
full marks for the questions.

1. Choose the right alternative : 1×4=4

   (i) What do you mean by a word template ?

       (a) A pre-created and formatted document style

       (b) A word document

       (c) An unformatted document

       (d) None of the above

(ii) The short key for find and replace option in MS Word :

   (a)   ctrl + f

   (b)   ctrl+r

   (c)   alt+f

   (d)   alt+r

(iii) The primary key of a database table —

   (a)   cannot identify a record uniquely

   (b)   can identify a record uniquely

   (c)   can identify tables

   (d)   None of the above

(iv) PMT calculates the —

   (a)   payment for a loan based on constant payments and a constant interest rate

   (b)   salary payments

   (c)   correlation coefficient

   (d)   None of the above

2. Answer the following questions in brief : 2×3=6

   (i) Write the keyboard shortcuts for Undo and Centre Alignment in MS Word.

   (ii) How to add text to a PowerPoint slide ?

   (iii) What is mail merge ?

3. Answer the following questions : *(any two)* 5×2=10

   (i) Write about different features available under the Page Layout menu of MS Word.

   (ii) Write about different features available under the Insert menu of MS Excel.

   (iii) Write about how to make better PowerPoint presentations including the 5/5/5 rule.

   (iv) Define Candidate key, Primary key and Alternate key.

4. Answer the following questions : *(any two)* 10×2=20

   (i) What is an ER diagram ? What are the common symbols for drawing an ER diagram ? Also write how an entity and its different attributes are represented with the help of a table in a database. 2+3+5=10

(ii) Write and describe *at least five* financial and statistical spreadsheet (Excel) functions. 2×5=10

(iii) What is Database Management System ? Write the characteristics of DBMS. Also describe the applications of DBMS. 2+3+5=10

(iv) State few word processing softwares. Explain different features and advantages of using MS Word and Google Docs. 4+6=10

(v) Explain with the help of an example, how payroll statements can be easily prepared with the help of spreadsheet software like MS Excel or OpenOffice. 10

4 (Sem–3/CBCS) MPA

2021

(Held in 2022)

COMMERCE

(Honours)

Paper : COM–HC–3036

(Management Principles and Applications)

Full Marks : 80

Time : Three hours

**The figures in the margin indicate
full marks for the questions.**

1. Choose the correct answers from the
   following : 1×10=10

   (a) Who among the following is not
   regarded as a thinker of the classical
   school of management ?

   (i) Henry Fayol

   (ii) Max Weber

   (iii) F. W. Taylor

   (iv) A. H. Maslow

(b) M.B.O. (Management by Objectives) is also known as :

    (i) MBE (Management by Exception)

    (ii) Management by Results

    (iii) Management of Change

    (iv) Professional Management

(c) Organisation chart shows —

    (i) communication channel

    (ii) leadership styles

    (iii) structure of relationship

    (iv) span of control

(d) Workers' participation in management is best achieved with which of the following leadership styles ?

    (i) Laissez-faire style

    (ii) Democratic type

    (iii) Autocratic type

    (iv) Contingency type

(e) The exception principle to control means —

    (i) control over all deviations

    (ii) control over significant deviation

    (iii) control over nominal deviation

    (iv) control over no deviation

(f) Who advised substitution of functional organisation structure in place of line organisation structure ?

    (i) Henry Fayol

    (ii) McFarland

    (iii) F. W. Taylor

    (iv) L. A. Allen

(g) The plan to achieve overall organisational goal is called :

    (i) Tactical plan

    (ii) Strategic plan

    (iii) Standing plan

    (iv) Operational plan

(h) To which theory 'if' and 'then' approach to management is associated with ?

    (i) Operational theory

    (ii) Systems theory

    (iii) Quantitative theory

    (iv) Contingency theory

(i) Which one of the following is not a characteristic of new and dynamic organisation ?

    (i) Permanent job

    (ii) Flexibility

    (iii) Skill focused manpower needs

    (iv) Diverse workforce

(j) Which of the following aspects of human life may be adversely affected owing to overdependence upon electronic tools ?

    (i) Personal life

    (ii) Family life

    (iii) Mental health

    (iv) All of the above

2. Give very short answers to the following questions : 2×5=10

   (a) Mention *two* limitations of Weber's Bureaucratic Model.

   (b) State *two* major distinctions between Management by Objectives and Traditional Goal Setting Plan.

   (c) Mention *two* principles of delegation of authority.

   (d) What do you mean by management by exception ?

   (e) Give *two* comparisons between planning an forecasting.

3. Write short answers to the questions given below : *(any four)* 5×4=20

   (a) What are the activities of business as divided by Henry Fayol ?

   (b) State briefly the process of control in management.

   (c) Discuss the importance of leadership in brief.

(d) Discuss the external factors that necessitate change.

(e) What are various barriers of delegation of authority from superiors' viewpoint ?

(f) Explain the principles of sound decision-making.

4. How is Scientific management approach different from Human relations approach of management ? Critically explain.   10

Or

What are the stages of evolution of management thoughts ? Discuss the important features of classical theories of management.   5+5=10

5. What are various types of plans ? Also state the characteristics of a good plan.

5+5=10

Or

Discuss the process of 'Management by Objectives'. Also state the merits of Management by Objectives (MBO).

5+5=10

6. Distinguish between delegation and decentralisation. Why and when decentralisation becomes necessary ?

5+5=10

Or

What do you mean by span of management ? Explain in this connection, the factors that determine an ideal span of control. 3+7=10

7. How is communication important for effective management performance ? Also state the advantages and limitations of informal communication. 5+5=10

Or

Explain the major areas which require managerial control in an undertaking. Also discuss the limitations of control system.

6+4=10

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