ABB(II)-Business Admn.-H-11B

2019

BUSINESS ADMINISTRATION — HONOURS

Paper : XI

(Group - B)

(Management Information System and Modern Office Management)

Full Marks : 50

The figures in the margin indicate full marks.

*Candidates are required to give their answers in their own words
as far as practicable.*

Section - I

(Management Information System)

Answer *question No.* **1** and *any one* question from the rest.

1. Write short notes on *any three* of the following :   5×3

   (a) E-Commerce

   (b) The Role of Data Base Administrator (DBA)

   (c) Electronic Data Processing (EDP)

   (d) MIS in Marketing

   (e) Transaction Processing System (TPS).

2. (a) List the stages of System Development Life Cycle (SDLC).

   (b) In what ways do you think organization structure influences MIS and inturn MIS influences the organizational structure. — Discuss.   4+6

3. (a) Define MIS. Give a suitable example of MIS in business.

   (b) What are the characteristics of Business Information System?

   (c) What is Computer Based Information System (CBIS)?   3+4+3

Section - II

(Modern Office Management)

Answer *question No.* **4** and *any one* question from the rest.

4. Write short notes on *any three* of the following :   5×3

   (a) Office Automation

Please Turn Over