

**Model Question Papers**  
**OFFICE**  
**ASSISTANTSHIP**



## MODEL QUESTION PAPER FOR

### **I YEAR OFFICE ASSISTANTSHIP COURSE**

#### PAPER – I : COMMERCE AND ACCOUNTANCY

COMMERCE (THEORY)

Time : 3 hours

Max. Marks : 50

Part A : This part consists of 10 short answer questions of 2 marks each .. 20 marks.

Part B : This part consists of 7 essay questions of which 5 to be answered.

Each carries 6 marks .. 30 marks

#### ACCOUNTANCY (PRACTICALS)

Time: 3 hours

Max. Marks: 50

I. Answer any one of the following:

1 X 5 = 5

1. Draft the format of journal and record 10 transactions of a bookshop with imaginary figures.
2. Draft the format of simple cash book and post four transactions of receipts and three transactions of payments with imaginary figures.

II. Answer any three of the following:

3 x 10 = 30

3. Three column cash book.
4. Bank Reconciliation Statement
5. Prepare the Trial Balance
6. Record the transactions in the journal and post them into the ledger.

III. Answer the following question

1 x 15 = 15

7. Final Accounts.

PAPER – II “FUNDAMENTALS IN SHORTHAND AND  
TYPEWRITING”

Shorthand (Theory)

Time: 1 ½ hrs.

Max. Marks: 50

PART - A

1. Questions on Rules .. .. 20 marks

PART - B

2. Write Outlines .. 10 marks

3. Write in Shorthand (English to Shorthand) (about 200 words)

.. 20 marks

(The question paper on Shorthand is to be set by B.I.E. and shall be uniform for all candidates).

PART A

Answer the following questions. Each carries 2 marks.

10 x 2 = 20 Marks

8. Define consonants
9. Define a Vowel
10. Define a Diphthong
11. Write rules when large circles are not employed.
12. Write any two rules when Stroke S/Z is used.
13. What is phraseography? Mention qualities of a good phraseogram.
14. Write rules about the use of Loops ST in Shorthand.
15. Explain how intervening vowels are indicated to Double consonants.
16. Mention when N and F/V hooks are not used.
17. Explain any two forms of Aspirate.

## PART B

11. Write outlines for the following. 10 x 1 = 10 marks
- a. Pacify
  - b. Perhaps
  - c. Acquire
  - d. Situation
  - e. Generalisation
  - f. Differ
  - g. Exercise
  - h. Diodem
  - i. I have been
  - j. Rash
12. Write the following passage in Shorthand 20 marks.

MODEL QUESTION PAPER FOR  
**I YEAR OFFICE ASSISTANTSHIP COURSE**

PAPER – II FUNDAMENTALS OF SHORTHAND AND  
TYPEWRITING

TYPEWRITING (PRACTICALS)

**The examination is to be held at the institution level itself. The external examiner and internal examiner shall prepare the question paper and test the student's abilities on the following pattern.**

Time: 1 hour

Max.Marks: 50

PART - A (Speed)

1. Speed paper @ 30 wpm 300 words/1500 strokes ..  
25 marks 10 minutes ..

PART - B (Manuscript)

2. Statement 60 words 300 strokes ..15 marks }
3. Business Letter 100 words 500 strokes .. 10 marks }

Part B to be completed within 45 minutes, after the Part A

## PAPER III – COMPUTER FUNDAMENTALS (THEORY)

Time: 3 hours

Max. Marks: 50

### Section –A

Answer All Questions. Each carries two marks      10 x 2 = 20

1. Draw the block diagram of a computer.
2. What is a Bit and Byte.
3. Write about the generations of Computers.
4. Write a brief note on computer language.
5. Write the features of MS Word.
6. Expand i. Basic ii. COBOL iii. WWW iv. ASCII
7. Distinguish between system software and application software
8. Explain about any two storage devices
9. Write the features of MS-Excel
10. Explain the mouse techniques in Windows.

### Section – B

Answer any five questions. Each question carries six marks. 5 x 6 = 30

11. Draw the window of MS-Word, Label and write about the parts.
12. Explain the DOS and Windows OS and write the differences.
13. Explain Domain Naming system.
14. Draw the Excel window, label and explain the various parts present in it.
15. What is mail merging? Explain it in detail.
16. Write about the various views available in power point.
17. Write a short notes on the following:
  - a. E-mail
  - b. TCP/IP
  - c. ARPANET

Paper – III COMPUTER FUNDAMENTALS  
**PRACTICAL EXAM**

Time : 3 hrs

Max marks: 50

- Note : 1. Answer any 10 Questions  
2. Each Question carries 5 Marks

1. Display the attributes of all files and directories, whose name start with “s”?
2. Create the below given directory tree structure, and display it?

**College**

Science		Arts		Vocational
EM	TM	EM	TM	EM

3. Display all the hidden files, all files with an extension “.exe” and only directories present in the root directory?
- 4.

**A**

**B**

X

Y

P

G

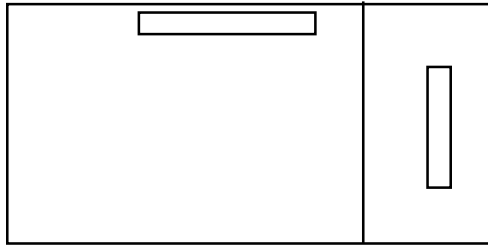
S

T

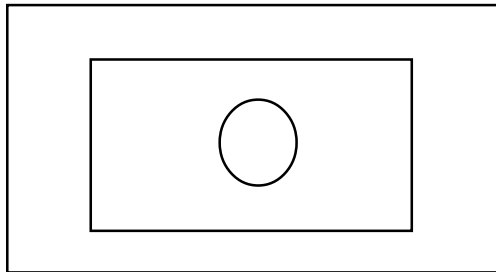
Copy all files and directories from ‘B’ directory into the directory “A” except empty directories?



5. Draw the below diagram in paint and flip it horizontally and vertically?



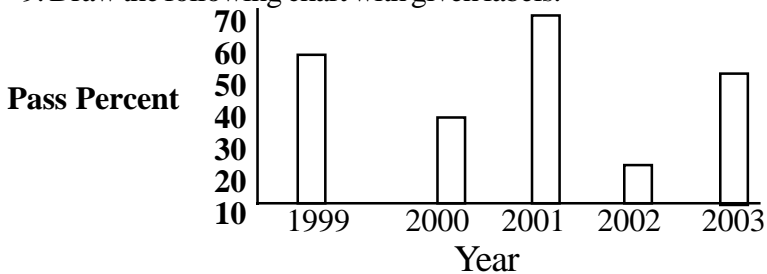
6. Display the below diagram in grid style?



7. Create your college timetable in MS-Word using insert table command?

8. Create a bio-data form in MS-Word?

9. Draw the following chart with given labels.



10. Insert a comment to the cells E7 and E13 & show the comment.
11. Show a beautiful presentation with 3 slides discussing about your class room with beautiful design.
12. Set the timings for the two slides. For the first slide 15 seconds and for second slide 22 seconds.

MODEL QUESTION PAPER FOR  
**II YEAR OFFICE ASSISTANTSHIP COURSE**

PAPER – I COMMERCE AND ACCOUNTANCY

COMMERCE (THEORY)

Time: 3 hours

Max. Marks: 50

Part A : This part consists of 10 short answer questions of 2 marks each .. 20 marks.

Part B : This part consists of 7 essay questions of which 5 to be answered. Each carries 6 marks .. 30 marks

ACCOUNTANCY (PRACTICALS)

Time: 3 hours

Max. Marks: 50

I. Answer any one of the following

1 x 5 = 5

1. Draft the format of Account Sales
2. Prepare Receipts and Payments Account of a Club by taking five items of receipts and three items of payments.

II. Answer any three of the following

3 x 10 = 30

3. Consignment
4. Depreciation (Diminishing Balance Method)
5. Partnership (Retirement)
6. Rectification of Errors (5 transactions)

III. Answer the following Question:

1 x 15 = 15

7. Prepare Income and Expenditure Account with four adjustments.

NOTE: FOR Q.NO.III the problem may be from Accounts of Non-trading concerns or Partnership. This should not be repeated in Q.No. II.

MODEL QUESTION PAPER FOR  
II YEAR OFFICE ASSISTANTSHIP COURSE  
PAPER – II SHORTHAND (THEORY)

The examination paper shall be set by the B.I.E. for I.P.E. The passage should be 800 words and dictated at 80 wpm for 10 minutes by the dictator to be transcribed in 1 ½ hours.

Special Note: Only one set (of 2 question Papers) should be sent to the Chief Superintendents for the conduct of the above examination. One is to be used by the ***Dictator*** and the **other by the Observer.**

A candidate is declared to have passed if he commits less than 4% of errors.

MODEL QUESTION PAPER FOR  
**II YEAR OFFICE ASSISTANTSHIP COURSE**  
PAPER – II SHORTHAND (PRACTICALS)

Time: 1 ½ hr.

Max.Marks: 50

The question paper is to be set at the institution level itself by the External and Internal Examiners on the following pattern.

- a. Transcription from Shorthand to Longhand (not more than 200 words) .. 15 marks
- b. Transcription from English to Shorthand (not more than 200 words) .. 10 marks
- c. Precis-writing of passage of 450 – 500 words into 150 words .. 15 marks
- d. Rules (5 questions) .. 10 marks

MODEL QUESTION PAPER FOR  
**II YEAR OFFICE ASSISTANTSHIP COURSE**  
PAPER – III TYPEWRITING (THEORY)

Time: 1 ½ hr.

Max. Marks: 50

The question paper should be set by B.I.E. for I.P.E. examinations and common for all students on the following pattern.

Part – A

1. Speed Examination @ 45 wpm for 10 minutes  
(450 words) Marks: 25

Part – B (Manuscript)

2. G.O. / Memo 140 words 700 strokes/depressions 10 marks
  
3. Balance Sheet on a single page.. 140 words 700 strokes/  
depressions .. 15 marks

**MODEL QUESTION PAPER FOR II YEAR  
PAPER – III TYPEWRITING (PRACTICALS)**

Time: 1 ½ hr.

Max. Marks: 50

The question paper on Practicals should be set at the institution level by the External and Internal Examiners on the following questions:

- a) Statement with Sub columns (total .. 5 cols)      10 marks.
- b) Business Letter (120 words).                              10 marks
- c) Income & Expenditure Statement (140 words)      10 marks
- d) Application for a Post (100 words)                      10 marks
- e) Professional Letter (100 words)                          10 marks.

**EQUIVALENCY OF PAPERS IN RESTRUCTURED  
CURRICULUM TO THE PAPERS IN  
THE NEW CURRICULUM**

**I YEAR**

Restructured Stream	New Stream
PART A1. Communication Skills in English	PART A1. Communication Skills in English
2. General Foundation Course	2. General Foundation Course
PART B 3.	PART B 3.
VOCATIONAL SUBJECTS	VOCATIONAL SUBJECTS
Paper – I Elements of Commerce & Accounts-I	Paper – I Commerce and Accountancy (Theory and Practicals)
Paper – II Typewriting	Paper – II Fundamentals in Shorthand and Typewriting (Practicals only)
Paper – III Shorthand	Paper – II Fundamentals in Shorthand and Typewriting (Theory Examination only)
Paper – IV Computer Fundamentals	Paper – III Computer Fundamentals



## II YEAR

Restructured Stream

PART A1.

Communication Skills in English

2. General Foundation Course

PART B 3.

VOCATIONAL SUBJECTS

Paper – I

Elements of Commerce &

Accounts-II

Paper – II Typewriting

Paper – III Shorthand

Paper – IV Office Management

New Stream

PART A1.

Communication Skills in English

2. General Foundation Course

PART B 3.

VOCATIONAL SUBJECTS

Paper – I

Commerce and Accountancy

Commerce and Accountancy

(Theory and Practicals)

Paper – II Typewriting

Paper – II Shorthand

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## **12. List of Subject Committee Members Office Assistantship Course**

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