Goa Vidyaprasarak Mandal's

GOPAL GOVIND POY RAITURCAR COLLEGE OF COMMERCE AND ECONOMICS
FARMAGUDI, PONDA GOA

B.COM. UGC-CCFUP (SEMESTER-I) REGULAR EXAMINATION OCTOBER/NOVEMBER 2024

COM-144 - BUSINESS DOCUMENTATION

Duration: 1 hour **Marks: 20**

Instructions: 1) All questions are compulsory.
2) Internal choice for questions 3 to 5.
3) Figures to the right indicate marks

Q.1. Answer the following:
A) What is the meaning of business? **1 marks (BL1, CO1)**
B) What does document collaboration mean? **1 marks (BL1, CO1)**
C) How would you define inventory? **1 marks (BL1, CO1)**
D) What is the meaning of the term coordinate? **1 marks (BL1, CO1)**

Q.2.A. What is a business plan? **2 marks (BL1, CO1)**

Q.2.B. State the meaning of the terms "Recruit" and "Schedule". **2 marks (BL1, CO1)**

Q.3.A. Explain why write a business plan? **2 marks (BL2, CO1)**

Q.3.B. Explain How to's of multimedia corporate presentation? **2 marks (BL2, CO1)**

OR

Q.3.C. Compare and contrast two instant messaging and chat applications based on their features and usability. **2 marks (BL2, CO1)**

Q.4.A. The college has selected you for the intercollegiate presentation competition. How would you plan your presentation? **2 marks (BL3, CO1)**

Q.4.B. Explain Document sharing and collaborative working **2 marks (BL2, CO1)**

OR

Q.4.C. Describe any two significance of file sharing and collaboration. **2 marks (BL2, CO1)**

Q.5.A. You are running a Company XYZ ltd and you want to discuss a project with your Employees. Which digital platforms you will use for communication over internet and why? **2 marks (BL3, CO1)**

Q.5.B. Discuss any 2 risks associated with privacy and security **2 marks (BL2, CO1)**

OR

Q.5.C. Explain any two features of document sharing and collaboration. **2 marks (BL2, CO1)**

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