MBA HOSPITAL AND HEALTH MANAGEMENT DEGREE EXAMINATIONS
Candidates admitted from 2010-2011
PAPER VII – BUSINESS COMMUNICATION AND COMPUTER
APPLICATIONS
Q.P. Code : 432007

Time : 3 hours   **Maximum : 100 marks**
     (180 Min)

Answer ALL questions in the same order.

I. Elaborate on :

	Pages (Max.)	Time (Max.)	Marks (Max.)
1. Layout of Business Letters.	17	40	20
2. Classification of computers.	17	40	20

II. Write notes on :

	Pages	Time	Marks
1. Regular charts and pivot charts with examples.	4	10	6
2. Sorting files and folders in windows.	4	10	6
3. Searching the information in Internet.	4	10	6
4. Usage of charts.	4	10	6
5. Program Development Cycle.	4	10	6
6. Importance of circular letters.	4	10	6
7. Need for Business communication.	4	10	6
8. Role of Chairperson in a meeting.	4	10	6
9. Features of a good speech.	4	10	6
10. Group discussion.	4	10	6

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