

SARASWAT EDUCATION SOCIETY'S
SRIDORA CACULO COLLEGE OF COMMERCE & MANAGEMENT STUDIES
KHORLIM, MAPUSA – GOA
F.Y.B.COM – FIRST SEMESTER END ASSESSMENT – NOVEMBER 2023
BUSINESS DOCUMENTATION
UNDER NEP 2020 W.E.F. ACADEMIC YEAR 2023-24

Time – 1 hour

Max Marks – 20

Instructions:

- i) All questions are compulsory, however internal choice is available.

- Q 1.** Define online document collaboration and identify some of the features to look for in workplace online collaboration tools. 4 Marks
- Q2** A. Describe Corporate Social Responsibility. 2 Marks
B. What is Public Relations? 2 Marks
- Q3** A. Give some examples of digital platforms used in business communication. 2 Marks
B. What is copyright? **OR** 2 Marks
C. Google Docs as an online document sharing tool.
- Q4** A. What are the risks for business organizations due to data trading. 2 Marks
B. Describe the role of HR in an organization. **OR** 2 Marks
C. Write a short note on business plan.
- Q5** A. What are the different types of multimedia content that can be used in corporate multimedia presentations? 2 Marks
B. Discuss the steps that can be taken by organizations to ensure data privacy.
OR
C. Explain the risks for business organizations due to data hoarding. 2 Marks
