

Total No. of Pages : 02

Total No. of Questions : 09

BHMCT (Sem.-3)
FRONT OFFICE OPERATION-III
Subject Code : BH-207
Paper ID : [C0322]

Time : 3 Hrs.

Max. Marks : 30

INSTRUCTION TO CANDIDATES :

1. SECTION-A is COMPULSORY consisting of TEN questions carrying ONE mark each.
2. SECTION-B contains FIVE questions carrying $2\frac{1}{2}$ (Two and Half) marks each and students has to attempt any FOUR questions.
3. SECTION-C contains THREE questions carrying FIVE marks each and students has to attempt any TWO questions.

SECTION-A

1. Write briefly :
 - a. PMS
 - b. Amadeus
 - c. Overdue account
 - d. Non Guest account
 - e. Credit Limit
 - f. Self Check out
 - g. Late Charge
 - h. Allowance
 - i. Charge privileges
 - j. Semi automated system

SECTION-B

2. What is account settlement?
3. Draw a format of Allowance voucher.
4. What is Global distribution system? Name atleast four softwares.
5. What are the different modes of bill settlement?
6. What is the process of currency exchange?

SECTION-C

7. *“Credit Monitoring is an important aspect of Front office accounting”*. Discuss the statement.
8. Write the features and advantages of Fidelio software.
9. Write in short note on automated systems of front office.