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Total Pages : 4

Roll No.

COASS-102

BASIC COMPUTER SKILLS AND INTERNET

Certificate in Office Automation & Soft Skills (COASS)

First Semester Examination, 2021 (Winter)

Time : 2 Hours]

Max. Marks : 100

Note : This paper is of Hundred (100) marks divided into two (02) Sections A and B. Attempt the questions contained in these sections according to the detailed instructions given therein.

SECTION–A

(Long Answer Type Questions)

Note : Section 'A' contains Five (05) long answer type questions of Twenty six (26) marks each. Learners are required to answer any Two (02) questions only.

(2×26=52)

1. (a) Explain the impact of Information Technology on Society. [14]

- (b) How Information Technology is a useful tool for training and learning? [12]
2. (a) Why system software is essential for proper working of a computer systems? Explain the role of Language translators. [14]
- (b) Write a note on Open-source software and proprietary software. [12]
3. (a) Define computer networks. Also explain the types of computer networks. [14]
- (b) List the various ways to connect with the Internet. [12]
4. (a) Define briefly the input and output devices used in a computer system. [14]
- (b) Why the processor is a key component in a computer system? Define the sub units of the processor, i.e. Control unit, and Arithmetic Logic Unit. [12]
5. Briefly explain any four from the following :
- (a) Search Engine.
- (b) WWW.
- (c) ISP (Internet Service Provider).
- (d) SDLC (Software Development Life Cycle). [26]

SECTION-B

(Short Answer Type Questions)

Note : Section 'B' contains Eight (08) short answer type questions of Twelve (12) marks each. Learners are required to answer any Four (04) questions only.

(4×12=48)

1. (a) What do you mean by e-governance? Explain in brief. [6]
(b) Define the types of e-governance. [6]
2. (a) How one can ensure computer security? List the do's and don'ts while surfing online. [6]
(b) List the safety tips for teen agers while accessing social networking sites. [6]
3. (a) What is DigiLocker? How is it useful for you? [6]
(b) How can you upload the documents over google drive? Write the steps to do so. [6]
4. (a) List the minimum 6 e-governance applications. [6]
(b) Briefly define the network topologies. [6]
5. Why the role of Management Information System is important in defining strategic plan of an organization. [12]

6. Define the following terms in reference to office meetings, i.e. (i) Agenda, (ii) Minutes of Meeting, (iii) Notice. [12]
 7. Write the suitable steps to create a google sheet with the following column headings, i.e Participant Name, Year of Birth, Mobile No, Current Profession. [12]
 8. What do you understand by Intellectual Property Rights (IPR)? Explain key features of IPR. [12]
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