Examination Session June-2022

(First Semester)

COASS-102

(Certificate in Office Automation & Soft Skills)

[Basic Computer Skills and Internet]

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)   2×26 = 52

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) How many types of Internet connections are available ? Write the key features of each.   14

   (b) What are the impacts of Information and Communication Technology (ICT) on Society ? Explain.   12

2. (a) What do you mean by Random Access Memory (RAM) ? Briefly explain the role of RAM in digital computer.   14

   (b) What do you mean by utility programs/software ? List the name of five utility programs.   6

3. (a) How digital computer system works ? Explain with the help of a diagram.   6

   (b) Write a short note on Arithmetic and Logic Unit (ALU) and Control Unit (CU).   6

4. Briefly define Intellectual Property Rights (IPR).   12

5. Briefly explain the following in terms of office management, i.e. Notice, Agenda, Resolutions, Minutes of meeting.   12

6. What are the applications of Information and Communication Technology in various areas ?   12

7. What do you understand by the proprietary software and Open-Source Software ? Explain.   12

8. Explain the various types of network topologies.   12

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(b) What are the key functions of an operating system ? List the different types of operating system. 12

3. (a) What are the different types of printers ? Define the key features of Laser printer. 14

(b) Briefly explain the key features of different input devices used in digital computer. 12

4. (a) Why Information System is essential for any organization ? Explain the importance of Information System. 14

(b) Why DigiLocker is used ? Write the steps to use DigiLocker. 12

5. (a) What do you understand by E-Governance ? Explain the types of E-Governance models in India. 14

(b) What do you mean by System Development Life Cycle (SDLC) ? Explain the various phases used in the SDLC. 12

SECTION—B

(Short Answer Type Questions)   4×12 = 48

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) Briefly explain the computer generations with their key developments. 6

   (b) List the various data storage devices used in today's computer system. 6

2. (a) How operating system works ? Explain with the help of a diagram. 6