

**Term-End Examination - December, 2018**  
**Certificate in Soft Skills and IT Skills**  
**Computer Fundamentals, Operating System & MIS**  
**CSSITS-03**

**Time - 3 Hours**

**Full Marks – 100**

**Answer all the questions from Group -‘A’, any four questions from Group -‘B’, any four questions from Group -‘C’ and any two questions from Group -‘D’.**

**Group - ‘A’**

**Q. No. 1. (Choose the correct answer)**

**Mark: 1 × 10= 10**

- a. What is a set of instructions that directs the computer to process information ?
- i. Software
  - ii. Compiler
  - iii. Both [A] and [B]
  - iv. None of the above
- b. CD-ROM is a
- i. Memory register
  - ii. Semiconductor memory
  - iii. Secondary Memory
  - iv. None of the above
- c. Which of the following is a secondary memory device?
- i. RAM
  - ii. Disk
  - iii. Keyboard
  - iv. Mouse
- d. 1 GB is equal to \_\_\_\_\_ byte.
- i. 1024 byte
  - ii. 8192 byte
  - iii. 1073741824 byte
  - iv. 1048576 byte
- e. PCB Stands for
- i. Pakistan Cricket Board
  - ii. printed circuit Board
  - iii. Power Circuit Board
  - iv. Power Control Board
- f. When we delete the file, the file goes to
- i. My computer
  - ii. Control Panel
  - iii. Recycle bin
  - iv. None of the above
- g. The brain of any computer system is
- i. Arithmetic Logic Unit
  - ii. Control Unit
  - iii. Central Processing Unit
  - iv. All the above
- h. Which of the following is not a Functions of Management?
- i. Planning
  - ii. Organizing
  - iii. Staffing
  - iv. Leading
- i. Components of a System are input, output and \_\_\_\_\_
- i. Controller
  - ii. ALU
  - iii. Calculation
  - iv. Processing
- j. A first step in designing and developing an MIS is to
- i. Assess the information needs for decision making of management at different hierarchical levels
  - ii. Influence further way of working
  - iii. Meet the goals and objectives of the organization
  - iv. Evolve appropriate strategies for the business to assent in a competitive environment

**Group 'B'**

**Q. No. 2. (Answer any four questions each within 50 words)**

**Marks: 5 × 4= 20**

- a) Write the fundamental characteristics of a computer?
- b) Give two points of difference between ROM and RAM.
- c) What are different types of operating systems?
- d) What do you mean by a multi-tasking Operating System?
- e) What are the main limitations of primary memory of computer systems?
- f) Mention the qualities of good Information System.

**Group 'C'**

**Q. No. 3. (Answer any four questions each within 200 words)**

**Marks: 10 × 4= 40**

- a) Discuss the services provided by the Internet in current scenario.
- b) What are the basic input and output units of a computer system.
- c) What are the typical characteristics of an MIS?
- d) Explain how an Information System supports business Organizations.
- e) What is meant by system properties? How can you get it in Windows-7?
- f) What is an operating system? List out the various functions normally performed by an operating system

**Group 'D'**

**Q. No. 4. (Answer any two questions each within 250 words)**

**Marks: 15 × 2= 30**

- a) What do you mean by computer memory? Explain different types of memories.
- b) Discuss the File and folder management operations in Windows 7.
- c) What is a computer-based information system? Discuss different categories of computer-based information system?
- d) What are various generations of computers? Outline the characteristics, advantages, disadvantages and examples for each.