

( 4 )

- (b) What is information system? Discuss its applications in business.
- (c) How has Internet revolutionized modern communication system? Explain.

\*\*\*

Total No. of Questions : 4]

[Total No. of Printed Pages : 4

Course Code  
**DOM - 03**

**Term End Examination - December, 2019**

INFORMATION TECHNOLOGY FOR  
MANAGEMENT

Diploma in Office Management (DOM)

Time : 3 hours

Full Marks : 100

*The figures in the right-hand margin indicate marks*

Answer **all** Groups as directed

Group—A

1. Answer *all* the questions, each within 1 word or 1 sentence : 1×10=10
- (a) What do you mean by processing?
- (b) What do you mean by hardware?
- (c) What do you mean by software?
- (d) What do you mean by cloud storage?
- (e) 1 byte = \_\_\_\_\_ bits.
- (f) What is light pen?

( 2 )

- (g) What do you mean by e-Commerce?
- (h) What is mother board?
- (i) What do you mean by Internet?
- (j) What is EPROM?

Group—B

- 2.** Answer any *four* questions each within  
100 words : 5×4=20
- (a) How to ensure security of a computer system?
  - (b) What is monitor? Describe different types of monitor.
  - (c) Write a note on mainframe computers.
  - (d) Write a note on supercomputers.
  - (e) Discuss the functions of a modem.
  - (f) What do you mean by database management? Explain its applications.

( 3 )

Group—C

- 3.** Answer any *four* questions each within  
200 words : 10×4=40
- (a) Define social media. Explain its significance at the present context.
  - (b) Discuss various input devices and their applications.
  - (c) Write about various features MS-Word.
  - (d) Write about various features of MS-Excel.
  - (e) Write about various features of MS-PowerPoint.
  - (f) What is the impact of computerization on business? Discuss.

Group—D

- 4.** Answer any *two* questions each within  
300 words : 15×2=30
- (a) What is operating system? Explain its types and functions.