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

Time - 3 hours

Full Mark – 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'**

**Mark: 1 × 10 = 10**

**Q. No. 1.**

- (a) USB Stands for
  - (i) Union Serial Buses (ii) Unit Serial Bus (iii) Universal Serial Bus (iv) None of these
- (b) Which of the following is first generation of computer
  - (i) EDSAC (ii) IBM-1401 (iii) CDC-1604 (iv) ICL-2900
- (c) Windows is an operating system that has been developed by \_\_\_\_\_.
  - (i) Sun Microsystem (ii) Oracle Corporation (iii) IBM (iv) Microsoft
- (d) \_\_\_\_\_ allows the user to customize many system settings and access Device Manager.
  - (i) Control panel (ii) Layout Manager (iii) Disk management (iv) System properties
- (e) \_\_\_\_\_ option is used to uninstall program
  - (i) System property (ii) Map network drive (iii) Uninstall or change a program (iv) Organize
- (f) Management information systems (MIS)
  - (i) Create and share documents that support day-today office activities
  - (ii) Process business transactions (e.g., time cards, payments, orders, etc.)
  - (iii) Capture and reproduce the knowledge of an expert problem solver
  - (iv) Use the transaction data to produce information needed by managers to run the business
- (g) To improve the performance of a business process, which of the following is most relevant?
  - (i) Input (ii) Processing (iii) Control and feedback (iv) All of the above.
- (h) A web blueprint depicts:
  - (i) the layout of an individual web page
  - (ii) the layout of the home page
  - (iii) the layout of an index page
  - (iv) the layout of a website

- (i) Which of the following is not a class of information system applications?  
(i) database management system      (ii) decision support system  
(iii) expert system      (iv) management information system
- (j) Examples of keyless interfaces include:  
(i) bar coding, OCR, pen, and voice recognition  
(ii) mouse, OCR, pen, and voice recognition  
(iii) keyboard, OCR, pen, and voice recognition  
(iv) all of the above

**Group 'B'**

**Mark: 5 × 4= 20**

**(Answer any four questions each within 50 words)**

**Q. No. 2**

- a) Define Computer. Explain Application of computer?  
b) Define Operating System. What are the benefits of OS?  
c) Write the steps to Copying a file from one folder to another folder.  
d) What are the various types of Information?  
e) What do you mean by Office automation Systems?  
f) What do you understand by Data Capturing?

**Group 'C'**

**Mark: 10 × 4= 40**

**(Answer any four questions each within 200 words)**

- Q. No. 3** Describe classification of Computer. What is SMPS?  
**Q. No. 4** Notes on Microprocessor and its component with diagram.  
**Q. No. 5** Short Notes on  
(a) Mother Board (b) Control panel  
**Q. No. 6** What is the role of information system in an organization? How it influences organization structure?  
**Q. No. 7** What are the components of an Information System?  
**Q. No. 8** Explain the application of Information System in Production Management and marketing Management?

**Group 'D'**

**Mark: 15 × 2= 30**

**(Answer any two questions each within 250 words)**

- Q. No. 9** Define Keyboard. Explain different keys in a keyboard with suitable diagram.  
**Q. No. 10** Explain different generation of computer in details.  
**Q. No. 11** What do you understand by MIS Security? Discuss the ethical issues of MIS  
**Q. No. 12** Discuss the benefits of implementing MIS in an organization. Explain the challenges faced in deploying MIS in an organization