ASSIGNMENT – 1 to 4

SESSION: 2017-18

Certificate in Soft Skill and IT Skill

(CSSITS)

Please read the instructions carefully before attempting assignment questions.

INSTRUCTIONS

Welcome to the Certificate Programme in Soft Skill and IT Skill offered by Odisha State Open University, Sambalpur.

You are required to submit one assignment per course within the stipulated time in order to become eligible to appear in the term-end examination. The assignments will be evaluated by the counselors at your Study Centre. Please submit your assignment response to Coordinator of the Study Centre. Before you attempt the assignments, please go through the course materials carefully. Please read the instructions pertaining to an assignment before your start writing your answer. Do not copy from the course material or from any other source. You are advised to read the material carefully, understand the same and write answers in your own language and style so that you will get good marks/grades.

Purpose of Assignments:

1. Assignments are part of the continuous evaluation process in Open and Distance Learning (ODL) system. Due weightage is given to the marks/grades you obtain in assignments. This will help you for better performance in the term-end examination. If you secure good grades/marks in assignments, your overall performance will improve.
2. Assignments are also a part of the teaching-learning process in ODL. Your assignment, after evaluation, will be returned back to you with specific and general comments by the evaluator. This will help you to know your strength as well as your weakness. Thus, it will establish a two-way communication between learner and evaluator.

How to write assignments:

1. Write your name, programme code, course title, enrolment no. and study centre code in the top sheet of the assignment answer booklet.
2. Write the answers in your handwriting. Give sufficient margin in the left side of each page so that the evaluator will give comments on each paragraph/page.
3. Do not cross the word limit given in each question.
4. Your handwriting should be neat and readable.

Weightage for each assignment:

1. Each assignment will carry 25% weithtage and term-end examination will carry 75% weithtage.
2. Each assignment will be of 100 marks. But it will carry 25% weightage.
3. You have to score minimum pass mark i.e. 40% in each assignment. In case you do not submit assignment or get fail mark in assignment you have to re-submit in the next year.

SUBMISSION DATES FOR ASSIGNMENTS

Sl. No. of Course	Name of the Course	Date of Submission	Day as per Calendar
1	Soft skill 1&2	22nd October 2017	Sunday
2	Soft skill 3 & Practical	29th October 2017	Sunday
3	Computer Fundamentals, OS &MIS	5th November 2017	Sunday
4	MS Office & Internet Applications	12th November 2017	Sunday

ASSIGNMENT 01

Course Code: CSSITS-01   **Course Title: Soft skill 1&2**

                                                              Full Mark: 100

A) Each carry 20 Marks: **Word limit: 500 words**

1. What do you understand by soft skills, what is its significance? Explain the essential soft skills required to have in the working world.

2. What is the scope and importance of Etiquette? What are the various types of etiquettes essential to make a good impact in the society?

B) Each carry 10 Marks: **Word limit: 250 words**

1. Define Communication. What are the types of communication? How can you overcome the barriers of communication?

2. What is the importance of time management? What are the key factors of time management?

3. Explain the purpose of a group discussion. What are the characteristics of an effective group discussion?

C) Each Carry 5 Marks: **Word limit: 100 words**

1. Explain about Effective Listening.

2 What do you understand by Grapevine Communication?

3. Explain "The Meaty Sandwich" a format of presentation?

4. Why is gestures considered as an important feature of body language?

5. Describe in brief about curriculum vitae.

6. What is the importance of cover letter?

ASSIGNMENT 02

Course Code: CSSITS-02   **Course Title: Soft skill 3 & Practical**

Full Mark: 100

A) Each carry 20 Marks: **Word limit: 500 words**

1. Define Emotional Intelligence, why is it important? What are the various components of Emotional Intelligence and how these components can enhance productivity?

2. What are the key areas you will emphasis while developing a resume. Develop a resume format for yourself for applying in an interview along with the cover letter.

B) Each carry 10 Marks: **Word limit: 250 words**

1. Differentiate between Creative thinking skills and Critical thinking skills?

2. You are working in an office and your manager has asked to plan for a new advertisement campaign for a new product to be launched in the market. There are five people in your group. Write in detail about, how you are going to plan for the campaign and how are you going to divide work among your subordinates?

3. Compare written and oral communication. Write an email to your manager requesting him to assign you a project in which you are highly interested. (Mention your skills and experience that makes you competent for the project)

C) Each carry 5 Marks: **Word limit: 100 words**

1. Describe in brief about empathy.

2. What do you understand by Belbin's team role?

3. Explain about Mind Mapping with an example.

4. What do you mean by SCAMPER, illustrate with examples.

5. Identify and analyze your time wasters and unproductive behavior patterns, how are you going to control it?

6. Develop a questionnaire to assess key emotional intelligence skills in an employee.

ASSIGNMENT 03

Course Code: CSSITS-03 **Course Title: Computer Fundamentals, OS &MIS**

Full Mark: 100

A) Each carry 20 Marks: **Word limit: 500 words**

1. Explain about different types of Generation of computer and Classification of computer.

2. What is an operating system and Explain about different types of operating system with examples?

B) Each carry 10 Marks: **Word limit: 250 words**

1. What is a computer and explain about the components of computer?

2. Differentiate between data and information. What are the characteristics of good information?

3. What is a monitor? Describe the types of monitor?

C) Each Carry 5 Marks: **Word limit: 100 words**

1. Describe the characteristics and function of computer.

2. What are memory units in computer?

3. What is input device and explain about three input device?

4. Define MIS. What is its nature?

5. Discuss the benefits of implementing MIS in an organization.

6. Explain about different between file and folder?

ASSIGNMENT 04

Course Code: CSSITS-04   **Course Title: MS Office & Internet Applications**

Full Mark: 100

A) Each carry 20 Marks: **Word limit: 500 words**

1. What is internet and explain about Internet history timeline?

2. What are the tools used in MSWord and explain all tools in briefly?

B) Each carry 10 Marks: **Word limit: 250 words**

1. Explain about different between Web Browser and Web Page.

2. Write sort notes about URL and ISP.

3. What are the various ways to format a text with example?

C) Each carry 5 Marks: **Word limit: 100 words**

1. What is computer networking?

2. What is the Social Media?

3. Write the sort notes about Header and Footer.

4. Write the steps to insert a symbol in MSWord.

5. Define table, row, column and cell?

6. What are data filtering and data sorting?