



ଓଡ଼ିଶା ରାଜ୍ୟ ମୁକ୍ତ ବିଶ୍ୱବିଦ୍ୟାଳୟ, ସମ୍ବଲପୁର, ଓଡ଼ିଶା  
Odisha State Open University, Sambalpur, Odisha  
Established by an Act of Government of Odisha.

# ASSIGNMENT – 1 to 4

**SESSION: 2018-19**

**Certificate in Soft Skill and IT Skill**

**(CSSITS)**

Please read the instructions carefully before attempting assignment questions.

## INSTRUCTIONS

Dear Learner,

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 you 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% weightage and term-end examination will carry 75% weightage.
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***

<b>Sl. No. of Course</b>	<b>Name of the Course</b>	<b>Date of Submission</b>	<b>Day as per Calendar</b>
1	Soft skill 1&2	8 <sup>th</sup> April 2018	Sunday
2	Soft skill 3 & Practical	15 <sup>th</sup> April 2018	Sunday
3	Computer Fundamentals, OS &MIS	22 <sup>nd</sup> April 2018	Sunday
4	MS Office & Internet Applications	29 <sup>th</sup> April 2018	Sunday

## **ASSIGNMENT 01**

**Full Mark: 100**

**Course Code: CSSITS-01**

**Course Title: Soft skill 1&2**

**A) Each question carry 20 Marks:**

**Word limit: 500 words**

1. What is the scope and importance of soft skills? Describe the various types of soft skill?
2. Define Body Language. What are the important features of body language? Illustrate with some examples

**B) Each question carry 10 Marks:**

**Word limit: 250 words**

1. What do you mean by Oral Communication? What are its benefits and limitations? How to improve oral communication?
2. What is the importance of Presentation skills? What are the essential factors for making an effective presentation?
3. Define Group Discussion. Explain the phases of a Group Discussion Process.

**C) Each question Carry 5 Marks:**

**Word limit: 100 words**

1. Write in brief about Leadership skill.
2. Differentiate between formal and informal communication?
3. What do you understand by Effective Listening?
4. What do you mean by Prioritization in time management?
5. Describe in brief about Business Etiquettes.
6. What is the difference between Preliminary Interview and Exit Interview?

## ASSIGNMENT 02

**Full Mark: 100**

**Course Code: CSSITS-02**

**Course Title: Soft skill 3 & Practical**

**A) Each question carry 20 Marks:**

**Word limit: 500 words**

1. What do you understand by life skills? What is its scope and importance? Explain about various types of life skills?
2. Explain about Creative thinking skills. Describe Mind mapping and prepare a mind map for a student who wants to become a software expert, to plan for pursuing a career in software or IT Programme.

**B) Each question carry 10 Marks:**

**Word limit: 250 words**

1. Explain about the various component of Emotional Intelligence?
2. What do you understand by time management skills? Develop a questionnaire to assess time management skills to evaluate the time management skills of the employees in an organization.
3. What do you understand by Group discussion? What etiquettes you should follow in a Group discussion? Frame the general questions and relevant answers that a candidate may face in a group discussion with topic “Indian goods versus Chinese Goods”.

**C) Each question carry 5 Marks:**

**Word limit: 100 words**

1. Describe in brief about empathy
2. What are the key team working skills?
3. Brief about Six thinking Hats
4. What do you mean by Laissez-fair leadership?
5. Write down the steps of Problem Solving?
6. Assume you are a maintenance head in a steel industry, what are the key leadership skills you should possess to develop sound working culture in your department.

## **ASSIGNMENT 03**

**Full Mark: 100**

**Course Code: CSSITS-03**

**Course Title: Computer Fundamentals, OS &MIS**

**A) Each question carry 20 Marks:**

**Word limit: 500 words**

1. What is the difference between Microprocessor and Microcontroller? Explain different components of Microprocessor with diagram.
2. What is Information System? Explain the Role of IS in Business.

**B) Each question carry 10 Marks:**

**Word limit: 250 words**

1. Describe the Application of computer in different Field.
2. What is virtual Memory? Explain Different memory unit used in computer for external storage.
3. Define Management. Explain the Functions of Management.

**C) Each question carry 5 Marks:**

**Word limit: 100 words**

1. Define Port. Discuss different ports in system.
2. What is SMPS? Explain its use.
3. What are the Characteristics of Good Information?
4. Differentiate Marketing Management, Material Management and Finance Management
5. Write a notes on HRM.
6. Write the key aspects of guaranteeing effective information security.

## **ASSIGNMENT 04**

**Full Mark: 100**

**Course Code: CSSITS-04**

**Course Title: MS Office & Internet Applications**

**A) Each question carry 20 Marks:**

**Word limit: 500 words**

1. What is the Social Media explain with Example?
2. What is Ribbon in MS-Word? Explain different tabs used in MS-Word.

**B) Each question carry 10 Marks:**

**Word limit: 250 words**

1. How Social media has started to dominate our daily communication explain?
2. What is the purpose of MS-Excel? Give a brief description on tabs in MS-Excel.
3. How to connect Excel or Project to a Team Project Explain?

**C) Each question carry 5 Marks:**

**Word limit: 100 words**

1. Internet is multi-tasking why?
2. Explain about Internet History timeline after 90's.
3. How to insert a chat in a MS-Word Document Explain?
4. How to add the value of two cell in MS-Excel? Explain.
5. How to freeze a row in a excel sheet?
6. How to play music for the duration of your slide show?