



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 (July 2018)

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

Sl. No. of Course	Name of the Course	Date of Submission	Day as per Calendar
1	Soft skill 1&2	4 th November 2018	Sunday
2	Soft skill 3 & Practical	11 th November 2018	Sunday
3	Computer Fundamentals, OS &MIS	18 th November 2018	Sunday
4	MS Office & Internet Applications	25 th November 2018	Sunday

ASSIGNMENT 01

Full Mark: 100

Course Code: CSSITS-01

Course Title: Soft skill 1&2

GROUP-‘A’

A) Each question carry 1 Marks:

Mark: 1 × 10= 10

1. What do you understand by Entrepreneurship skill?
2. Define Electronic Communication?
3. What are the basic elements of a communication process?
4. What are the three elements of a great presentation?
5. Define Time Management
6. What do you mean by Paralanguage?
7. Write in brief about meeting etiquette?
8. Enumerate the phases in Group Discussion Process?
9. What do you mean by Preliminary Interview?
10. What do you mean by a Covering Letter?

GROUP ‘B’

B) Each question Carry 5 Marks: (Word Limit: 50 Words)

Mark: 5 × 4= 20

1. Write in brief about Problem Solving skill.
2. Differentiate between oral and written communication?
3. What do you understand by Feedback?
4. What do you mean by Procrastination in time management?
5. What are the Do’s and Don’ts of participating in Group Discussion?

GROUP-‘C’

C) Each question carry 10 Marks: (Word Limit: 200 Words) **Mark: 10 × 4= 40**

1. What do you mean by Communication? What are the various types of communication flow? Explain about Grapevine Communication
2. What is the importance of Time Management? What are the key factors of time management?
3. Define Interview. What is the purpose of an Interview? Write the difference between CV and Resume?
6. Describe in brief about Positive and negative body language?

GROUP-D

D) Each question carry 15 Marks: (Word Limit: 250 Words) **Mark: 15 × 2= 30**

1. Define soft skills? Explain its scope and importance in the present world? What are the various types of soft skill?
2. Explain the need for Etiquettes. What are the various types of Etiquette? Illustrate with examples about Telephone Etiquette

ASSIGNMENT 02

Full Mark: 100

Course Code: CSSITS-02

Course Title: Soft skill 3 & Practical

GROUP-‘A’

A) Each question carry 1 Marks:

Mark: 1 × 10= 10

Imagine that you have been asked to make a presentation on a product to prospective buyers. Pick a product of your choice and answer the following questions

1. What is the product you chose for the prospective buyers?
2. Why is the criteria of your selection?
3. Describe the nature of audience you will make presentation to?
4. List the features of the product that you will be highlighting in the presentation?
5. Where and at what time you would like to make the presentation.
6. How would you prefer to make the presentation- as a demonstration, a PowerPoint presentation, a talk or something else?
7. What aids would you use in the presentation?
8. What will be the objective of your presentation?
9. Whether you should give handouts to the audience, if yes or no Why?
10. Is a feedback is required to be distributed among your audience? If yes why?

GROUP ‘B’

B) Each question Carry 5 Marks: (Word Limit: 50 Words)

Mark: 5 × 4= 20

1. How would be an able leader manage a crisis in his/her organization?
2. Write about BELBIN’S TEAM ROLES
3. What is the importance of Critical thinking skills?
4. What do you mean by SCAMPER?
5. Explain PDCA Cycle?
6. Name an impressive communicator you know of, from the field of politics, films or sports. Give reasons for your choice.

GROUP-‘C’

C) Each question carry 10 Marks: (Word Limit: 200 Words) **Mark: 10 × 4= 40**

1. Explain about the various component of Emotional Intelligence?
2. What do you understand by Group discussion? Is it useful to get some practice on group discussions and interviews by doing some mock exercises? Explain.
3. What do you understand by Mind Mapping? Illustrate with examples?
4. Make a road map to a prospective career that interests you? What will be the key highlights of your Resume based on your Roadmap?

GROUP-D

D) Each question carry 15 Marks: (Word Limit: 250 Words) **Mark: 15 × 2= 30**

1. Define Emotional Intelligence? What is its scope and importance? Describe in detail about Social Skills?
2. Describe about time management skills? Imagine that as a leader, you have been asked to plan and arrange a picnic for your class. How are going to manage the time for a successful picnic. What will be your contingency plan if on the day of picnic it starts raining heavily?

ASSIGNMENT 03

Full Mark: 100

Course Code: CSSITS-03

Course Title: Computer Fundamentals, OS &MIS

GROUP-‘A’

A) Each question carry 1 Marks:

Mark: 1 × 10= 10

1. Who developed the basic architecture of computer?
2. In to how many generations a computer can be classified?
3. Which devices in a computer system are considered as an input device?
4. What do you mean ROM?
5. What is PCI?
6. What do you mean by VLSI?
7. Define Real Time Operating System?
8. Name any two distribution of Linux?
9. Define MIS.
10. Enumerate the key lace interfaces?

GROUP ‘B’

B) Each question Carry 5 Marks: (Word Limit: 50 Words)

Mark: 5 × 4= 20

1. Define Computer. Explain Application of computer?
2. What is SMPS? Explain its use.
3. Write the steps to Copying a file from one folder to another folder.
4. What do you understand by Data Capturing?
5. Write a notes on Finance Management
6. Write the key aspects of guaranteeing effective information security

GROUP-‘C’

C) Each question carry 10 Marks: (Word Limit: 200 Words)

Mark: 10 × 4= 40

1. Explain the application of Information System in Production Management and marketing Management?
2. Describe the Application of computer in different Field.
3. Explain different generation of computer in details.
4. List 10 Linux command used in terminal mode with descriptions.

GROUP-D

D) Each question carry 15 Marks: (Word Limit: 250 Words)

Mark: 15 × 2= 30

1. What is OS? Explain different types of Operating System.
2. Discuss the benefits of implementing MIS in an organization. Explain the challenges faced in deploying MIS in an organization

ASSIGNMENT 04

Full Mark: 100

**Course Code: CSSITS-04
Applications**

Course Title: MS Office & Internet

GROUP-‘A’

A) Each question carry 1 Marks:

Mark: 1 × 10= 10

1. What is the maximum width of a column in MS Excel :
2. What do you mean by font style?
3. What do you mean by text styling?
4. Which function key you will press for spell check?
5. What is the file format of a Power point presentation?
6. What do you mean by www, what is its protocol?
7. Why excel file is called as a work book?
8. Which type of charts can excel produce?
9. What do you mean by a server?
10. What equipment is required to connect Internet to your PC?

GROUP ‘B’

B) Each question Carry 5 Marks: (Word Limit: 50 Words)

Mark: 5 × 4= 20

1. Internet is multi-tasking why?
2. Explain about Internet History timeline after 90’s.
3. Write Notes on V-Lookup.
4. Write Notes on WordArt in MS Excel.
5. Write Notes on Animation tab.
6. How you can create a video in PowerPoint?

GROUP-‘C’

C) Each question carry 10 Marks: (Word Limit: 200 Words) **Mark: 10 × 4= 40**

1. How Social media has started to dominate our daily communication explain?
2. How you can record a slide show in PowerPoint 2013?
3. How do we create a header and footer in a document?
4. What is Data Table? Why do we need it? And How to create a Data Table?

GROUP-D

D) Each question carry 15 Marks: (Word Limit: 250 Words) **Mark: 15 × 2=30**

1. Discuss how Internet has changed our life? What are its side effects?
 2. What is Ruler in MS word? How to show and hide the horizontal and vertical ruler
-