



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

ASSIGNMENTS

ASSIGNMENT CODE:

Course Code: CSSITS

SESSION: 2019-20

CERTIFICATE IN SOFT SKILLS AND IT SKILLS
(CSSITS)

Please read the instructions carefully before attempting assignment questions.

INSTRUCTIONS FOR DOING ASSIGNMENTS

Dear Learner,

You are required to submit your assignment response within the stipulated time in order to become eligible to appear in the term-end examination. The assignments will be evaluated by the counsellors at your Study Centre. Please submit your assignment response to the Coordinator of your Study Center. For a 4 credit course, there is one Assignment and for 6/8 credit course, there must be minimum 02(two) Assignment.

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 the ODL system. 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 two-way communication between learner and evaluator.

How to Write Assignments:

Please read the instructions for writing the response of an assignment before you start writing your answer.

1. Write your name, programme code, the course title, enrolment no. and study centre name with code in the top sheet of the assignment answer booklet. the format is given below.

PROGRAMME TITLE: _____

ENROLMENT No.: _____ **NAME:** _____

ADDRESS: _____

COURSE CODE: _____ **COURSE TITLE:** _____

ASSIGNMENT CODE: _____ **STUDY CENTRE:** _____

DATE: _____ **SIGNATURE:** _____

2. Before attempting the assignments, please go through the course materials carefully, understand the same and write answers in your own language and style.
3. **Write the answers in your own handwriting.** Give sufficient margin in the left side of each page so that the evaluator will give comments on each paragraph/page.
4. Your handwriting should be neat and readable.

Weightage for each Assignments:

For courses without having Practical

1. Each Theory 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% or P (Pass) Grade in 10-point scale for each assignment. In case you do not submit the assignment or get fail mark in the assignment you have to re-submit in the next year.

For courses having Practical

1. Each Theory Assignment will carry 15% weightage and each Practical Assignment will carry 10% 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 the assignment or get fail mark in the assignment you have to re-submit in the next year.

SUBMISSION DATES FOR ASSIGNMENTS

July Session

Sl. No.	Course Code	Name of the Course	Last Date of Submission	Day (As per Calendar)
1	CSSITS-01	Soft Skills 1 & 2	3rd November 2019	Sunday
2	CSSITS-02	Soft Skills 3 & Practical	3rd November 2019	Sunday
3	CSSITS-03	Computer Fundamentals, Operating System & MIS	3rd November 2019	Sunday
4	CSSITS-04	Ms-Office & Internet Applications	3rd November 2019	Sunday

ASSIGNMENTS

SOFT SKILLS 1 & 2

(CSSITS-01)

Full Mark – 100

(Answer all the questions, which is Compulsory)

GROUP- 'A'

Q. No. 1 Very Short answer-type Questions (Word Limit: 50 Words)
Write in short about the following?

Marks: 1 × 10= 10

- a) Leadership Development
- b) Teamworking Skills
- c) Hard Skills
- d) Entrepreneur Skills?
- e) Diagonal Communication
- f) Grapevine Communication?
- g) Procrastination
- h) Gestures
- i) Interview Ettiquette
- j) Face to Face Interview

Group 'B'

Q. No 2. Short answer-type Questions (Word Limit: 100 Words)

Marks:5 X 4 = 20

- a) What are the the methods to overcome barriers in Communication Process?
- b) What are the various types of Communication flow?
- c) What is the importance of Time Management ?
- d) What are to Dos and Donts of a Group Discussion ?

Group 'C'

Q. No 3. Medium answer-type Questions (Word Limit: 200 Words)

Marks: 10 X 4 = 40

- a) Define Communication? Explain in detail about the Communication Process?
- b) What are the essentials for making a good presentation?
- c) What do you mean by Ettiquettes? What are the various types of Ettiquettes?
- d) What are the various types and mode of Oral Communication?

Group 'D'

Q. No 4. Long answer-type Questions (Word Limit: 300 Words)

Marks: 15 X 2 = 30

- a) What do you mean by Body Language? Explain in detail about Positive and Negative Body Language?
- b) What do you mean by an IntervIew? What are the various types of Interview? What are the guidelines to be followed for an effective Interview?.

ASSIGNMENTS
CSSITS-02
Soft Skills 3 & Practical

Full Mark – 100

(Answer all the questions, which is Compulsory)

GROUP- 'A'

Q. No. 1 Very Short answer-type Questions (Word Limit: 50 Words)

Marks: 1 × 10= 10

- a) What is EQ?
- b) Enumerate the types of empathy?
- c) Advantages of high Emotional Intelligence ?
- d) What do you mean by Emotional Maturity?
- e) What do you mean by Random Input ?
- f) What is SCAMPER?
- g) What do you mean by Study Skills?
- h) What do you mean by Reversal?
- i) What do you mean by PDCA Cycle?
- j) What do you mean by Six thinking Hats?

Group 'B'

Q. No 2. Short answer-type Questions (Word Limit: 100 Words)

Marks:5 X 4 = 20

- a) Enumerate the components of Emotional Intelligence?
- b) What are the techniques to improve social skills ?
- c) Explain about Belbins team roles ?
- d) What do you mean by Brain storming?

Group 'C'

Q. No 3. Medium answer-type Questions (Word Limit: 200 Words)

Marks: 10 X 4 = 40

- a) Explain in detail about the Critical Thinking Process?
- b) What are the characteristics of Creative thinking Skills?.
- c) What is Mind Mapping? Explain with example ?
- d) What are the various Leadership Styles?

Group 'D'

Q. No 4. Long answer-type Questions (Word Limit: 300 Words)

Marks: 15 X 2 = 30

- a) What is the significance of Life Skills? How can the components of life skills can be incorporated for personal and professional development?
- b) Prepare a resume format for applying as an Executive in an IT organization. Also write a covering letter to the manager for the position you want to apply for?

ASSIGNMENTS

Computer Fundamentals, Operating System & MIS

(CSSITS-03)

Full Mark – 100

(Answer all the questions, which is Compulsory)

GROUP- 'A'

Q. No. 1 Very Short answer-type Questions (Word Limit: 50 Words)

Marks: 1 × 10= 10

- a) What do you mean by Device Manager?
- b) What is Control Panel?
- c) What do you mean by Operating System?
- d) What do you mean by Web Blue print?
- e) What do you mean by OCR?
- f) What do you mean by SMPS?
- g) What is Mother Board?
- h) What is USB?
- i) What is Recycle Bin?
- j) What is the difference between RAM and ROM?

k) Group 'B'

Q. No 2. Short answer-type Questions (Word Limit: 100 Words)

Marks:5 X 4 = 20

- a) What are the various types of informations?
- b) Explain Microprocessor?
- c) What do you mean by My Computer?
- d) What is the role of Remote settings?

Group 'C'

Q. No 3. Medium answer-type Questions (Word Limit: 200 Words)

Marks: 10 X 4 = 40

- a) What do you mean by Software? What are the various types of Software?
- b) Explain in detail about drives?
- c) What are the steps of creating a file in the directory?
- d) What are the various concepts and component of a system?

Group 'D'

Q. No 4. Long answer-type Questions (Word Limit: 300 Words)

Marks: 15 X 2 = 30

- a) What do you mean Computer Based Information Systems? What are the benefits and challenges of MIS?
- b) What do you mean by Operating System? Write in brief about the common operating systems available in the market?

ASSIGNMENTS
MS-OFFICE & INTERNET APPLICATIONS
(CSSITS-04)

Full Mark – 100

(Answer all the questions, which is Compulsory)

GROUP- 'A'

Q. No. 1 Very Short answer-type Questions (Word Limit: 50 Words)

Marks: 1 × 10= 10

- a) Write about Office 2010?
- b) What do you mean by IP Adresse?
- c) What do you mean by DNS?
- d) What do you mean by Status bar?
- e) What is the use of File tab in MS- Word?
- f) What is a textbox?
- g) What is the use of Page break?
- h) How many types of orientation does a document has?
- i) What is the use of Watermark?
- j) What is the use of table?

Group 'B'

Q. No 2. Short answer-type Questions (Word Limit: 100 Words)

Marks:5 X 4 = 20

- a) What are the functions of Network Layer?
- b) What do you mean by world wide web?
- c) What are the use of Find, advanced find and replace?
- d) What is a slide note and how it is used?

Group 'C'

Q. No 3. Medium answer-type Questions (Word Limit: 200 Words)

Marks: 10 X 4 = 40

- a) What are the various Internet Control Protocols??
- b) What is the use of Animation tab in MS-Powerpoint? Explain in detail?
- c) What are the four views of a powerpoint ?
- d) What are the ways of sharing a presentation??

Group 'D'

Q. No 4. Long answer-type Questions (Word Limit: 300 Words)

Marks: 15 X 2 = 30

- a) How to create a new file in MS-Excel? What are the uses of following tabs:
1. File Tab 2. Quick Access Tab 3. Ribbon Tab 4. Title Bar 5. Column bar 6. Help menu
7. Row Bar 8. Cell 9. Sheet Area 10. Zoom control 11. View buttons 12. Create New Sheet 13. Current Closed Sheet 14. Current Open Sheet 15. Status Bar
- b) What is security? What are the various types of security in MS-Excel?