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

ASSIGNMENTS

SESSION: 2020-21

CERTIFICATE IN SOFT SKILLS AND IT SKILLS (CSSITS)

SUBMISSION DATES FOR ASSIGNMENTS

S.N.	Course Code	Course Title	Date of Submission
1	CSSITS-01	Soft Skills 1 & 2	Sunday, 21st March 2021
2	CSSITS-02	Soft Skills 3 & Practical	Sunday, 21st March 2021
3	CSSITS-03	Computer Fundamentals Operating System & MIS	Sunday, 21st March 2021
4	CSSITS-04	MS Office & Internet Applications	Sunday, 21st March 2021

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.

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:

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.

CERTIFICATE IN SOFT SKILLS AND IT SKILLS (CSSITS)
SOFT SKILLS 1 & 2

Full Mark - 100

(Answer all the questions, which is Compulsory)
GROUP- 'A'
Q. No. 1 Answer within one word or one sentence each   **Marks: 1 × 10= 10**

   a) Hard Skills
   b) Communication
   c) E-mail
   d) Formal Network flow
   e) The Meaty Sandwich
   f) Procrastination
   g) Gestures
   h) Dress Code
   i) Telephone Etiquettes
   j) Face to Face Interview

Group 'B'

Q. No 2. Short answer-type Questions (Word Limit: 100 Words)   **Marks: 5 X 4 = 20**

   a) Write the difference between verbal and non-verbal communication.
   b) What do you mean by Positive Body Language?
   c) What are the Dos and Don'ts of Group Discussion?
   d) What are the different types of Interview?

Group 'C'   **Marks: 10 X 4 = 40**
Q. No 3. Medium answer-type Questions (Word Limit: 200 Words)

   a) What are soft skills? What are the various types of soft skills, explain briefly?
   b) What do you understand by Presentation Skills? Explain in detail about the importance Presentation.
   c) What are the different types of Etiquettes? Explain briefly about Business Etiquettes
   d) What are the characteristics of Effective Group Discussion? What are the different phases of Group Discussion?

Marks: 15 X 2= 30

Group 'D'

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

   a) What do you understand by Communication Skills? Explain in detail about Communication Process? What are the barriers to Communication?
   b) Explain in detail about Time Management Skills? What are the key factors of time management?.
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CERTIFICATE IN SOFT SKILLS AND IT SKILLS (CSSITS)

SOFT SKILLS 3 & PRACTICAL

Full Mark - 100

(Answer all the questions, which is Compulsory)

GROUP- 'A'

Q. No. 1 Answer within one word or one sentence each   **Marks: 1 × 10= 10**

a) Emotional Quotient
b) Conscientiousness
c) Cognitive Empathy
d) Emotional intelligence was first discovered by
e) SCAMPER
f) Brain Storming
g) Authoritarian Leadership
h) PDCA Cycle
i) Internship
j) Digital Portfolio

Group 'B'

Q. No 2. Short answer-type Questions (Word Limit: 100 Words)   **Marks: 5 X 4 = 20**

a) What is the importance of Emotional Intelligence in Workplace?
b) Enumerate the elements of Empathy.
c) What is the significance of Life Skills?
d) Briefly explain the power of networking?

Group 'C'

Q. No 3. Medium answer-type Questions (Word Limit: 200 Words)   **Marks: 10 X 4 = 40**

a) Explain in brief about the various components of Emotional Intelligent?
b) What are the steps in Motivational Process?

c) Explain in brief about the advantages of Social Skills?

d) What do you understand by Problem Solving Skills? Briefly explain the steps of Problem Solving?

Group 'D'

Q. No 4. Long answer-type Questions (Word Limit: 300 Words)   **Marks: 15 X 2 = 30**

a) What are the different type of Life Skills? Explain in detail about Critical and Creative Thinking Skills?
b) What do you understand by Goal Setting? What are the ways for developing Life Goals?.

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CERTIFICATE IN SOFT SKILLS AND IT SKILLS (CSSITS)

COMPUTER FUNDAMENTALS OPERATING SYSTEM & MIS (CSSITS-03)

Full Mark - 100

(Answer all the questions, which is Compulsory)

GROUP- 'A'

Q. No. 1 Answer within one word or one sentence each   **Marks: 1 × 10= 10**

a) Vacuum Tubes
b) RAM
c) SMPS
d) Parellel Port
e) What is the full form of BIOS?
f) Control Panel
g) PCI
h) USB
i) Device Manager
j) VGA Card

Group 'B'

Q. No 2. Short answer-type Questions (Word Limit: 100 Words)   **Marks: 5 X 4 = 20**

a) What are the examples of External Storage Device?
b) What are the components of the North Bridge?
c) What are the different type of Printers?
d) What are the components of a System?

Group 'C'

Q. No 3. Medium answer-type Questions (Word Limit: 200 Words)   **Marks: 10 X 4 = 40**

a) What are the functions of the computer?
b) What is a monitor? Describe the types of monitor?
c) Explain in brief about the functions of Management?
d) What are the characteristics of data and information?

Group 'D'

Q. No 4. Long answer-type Questions (Word Limit: 300 Words)   **Marks: 15 X 2 = 30**

a) What is an Operating System and how is it classified? What are the benefits of Operating System?

b) What do you understand by Information System and what are its components? Explain in brief about the need and uses of Information System?

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CERTIFICATE IN SOFT SKILLS AND IT SKILLS (CSSITS)

MS OFFICE & INTERNET APPLICATIONS (CSSITS-04)

Full Mark - 100

(Answer all the questions, which is Compulsory)

GROUP- 'A'

Q. No. 1 Answer within one word or one sentence each   **Marks: 1 × 10= 10**

a) Status Bar
b) What is the function of mailing tab?
c) Clipart
d) What is a tab?
e) Shortcut Key
f) Macros
g) Animation Tab
h) Testbox
i) Slide sorter view
j) HTML

Group 'B'

Q. No 2. Short answer-type Questions (Word Limit: 100 Words)   **Marks: 5 X 4 = 20**

a) What are the components of ribbon?
b) What are the types of text alignment?
c) What is the difference between a Header and a Footer?
d) What do you understand by Data Filtering?

Group 'C'

Q. No 3. Medium answer-type Questions (Word Limit: 200 Words)   **Marks: 10 X 4 = 40**

a) What are the tools used in MS Word 2010?
b) What is MS Excel and what are its functions?
c) What is a Chart and what are the uses of chart?
d) What are thw ways to manage a picture on a slide?

Group 'D'

Q. No 4. Long answer-type Questions (Word Limit: 300 Words)   **Marks: 15 X 2 = 30**

a) What is MS Powerpoint 2010 and what are its components?

b) What is the impact of Internet in the world? What do you mean by Social Media, explain with examples?

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