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(November)

COMMERCE

(General / Speciality)

Course : 304

*The figures in the margin indicate full marks
for the questions*

(New Course)

**(INFORMATION TECHNOLOGY AND ITS
APPLICATION IN BUSINESS)**

Full Marks : 80

Pass Marks : 24

Time : 3 hours

1. নির্দেশানুযায়ী উত্তর লিখাঁ : 1×8=8

Answer as directed :

খালী ঠাই পূৰ কৰাঁ :

Fill in the blanks :

(a) EDIFACT stands for _____.

(b) The language that computer can understand and execute is called _____.

(c) Assembler translates a program written in _____ language into machine language.

সঁচা নে মিছা লিখাঁ :

Write True or False :

- (d) Less pixels per square inch means better resolution.
- (e) Dynamic RAM requires constant refreshing to retain its content.
- (f) 2^{12} MB equals a terabyte.
- (g) Cylinders can be found both on a floppy and a hard disk.
- (h) EBCDICৰ সম্পূৰ্ণ ৰূপটো লিখাঁ ।
Write the full form of EBCDIC.

2. চমুকৈ লিখাঁ :

4×4=16

Write briefly on :

- (a) Categories of software
- (b) Value added network (VAN)
- (c) Cache memory
- (d) Financial EDI (FEDI)

3. (a) শিক্ষণ-শিকন প্ৰক্ৰিয়াত তথ্যপ্ৰযুক্তিৰ গুৰুত্ব সম্পৰ্কে আলোচনা কৰাঁ ।

11

Discuss the importance of Information Technology in the teaching-learning process.

অথবা / Or

- (b) তথ্যপ্রযুক্তিৰ সংজ্ঞা দিয়া। ইয়াৰ উপাংগ আৰু মূল বৈশিষ্ট্যসমূহ চমুকৈ আলোচনা কৰা। $2+4+5=11$

Define the term Information Technology. Discuss briefly its components and the basic features.

4. (a) Primary memory আৰু Secondary memoryৰ মাজৰ পাৰ্থক্য লিখা। কম্পিউটাৰত primary memory কিয় আৱশ্যক হয়? কম্পিউটাৰৰ মেমৰি কেনেদৰে পৰিচালনা কৰা হয়, আলোচনা কৰা। $3+3+5=11$

Differentiate between Primary memory and Secondary memory. Why are primary memories required in a computer? Discuss how the memory in a computer is managed.

অথবা / Or

- (b) “Software বিহীন computer hardware চালক বিহীন গাড়ীৰ নিচিনা।” ব্যাখ্যা কৰা। Utility software কি? ইয়াৰ কাৰ্যকাৰিতা আলোচনা কৰা। $4+2+5=11$

“Computer hardware without software is like a car without a driver.” Explain. What is utility software? Discuss its functions.

5. (a, b, c, d) বা (e, f, g)ৰ উত্তৰ কৰা :
Answer either (a, b, c, d) or (e, f, g) :

(a) উদাহৰণসহ Relative আৰু Absolute cell referencingsৰ মাজৰ পাৰ্থক্য দেখুওৱা। 3

Differentiate between Relative and Absolute cell referencings with example.

(b) MS-Excelৰ যি কোনো দুটা mathematical functions syntaxসহ ব্যাখ্যা কৰা। 3

Explain any two mathematical functions in MS-Excel giving proper syntaxes.

(c) IF() functionৰ syntax দিয়া। 2

Give the syntax of the logical function IF().

(d) MS-Excelত মানকৰ প্ৰসাৰৰ তালিকাৰ chart প্ৰস্তুত কৰাৰ ধাপসমূহ লিখা। 3

Write the steps of inserting a chart in MS-Excel for a selected range of values.

(e) MS-Wordত বানান শুদ্ধি কেনেকৈ কৰা হয়? 3

How can spellcheck be performed in MS-Word?

(f) এটুকুৰা লিখনিত bullets আৰু numbers কেনেকৈ সংযোজন কৰিব পাৰি?

3

How can bullets and numbers be inserted for a piece of text?

(g) Mail merge কি আৰু ইয়াৰ ফলসমূহ কি কি? MS-Wordত mail merge processৰ বাবে main document আৰু data source কেনেদৰে প্ৰস্তুত কৰিব পাৰি?

2+3=5

What is mail merge and what are its benefits? How can the main document and the data source be created for the mail merge process in MS-Word?

6. EDI মানে কি বুজায়? Trading partnerসমূহে ইয়াক প্ৰয়োগৰ পৰা পোৱা সুবিধা আৰু প্ৰয়োগৰ ক্ষেত্ৰত সম্মুখীন হোৱা সমস্যাসমূহ আলোচনা কৰা।

2+4+5=11

What is meant by EDI? Discuss the advantages and the problems of implementation of EDI by the trading partners.

অথবা / Or

EDI standard কিয় আৱশ্যক হয়? EDIৰ সহায়ত সংবহনৰ বাবে তথ্য প্ৰস্তুতকৰণত ব্যৱহৃত মানকসমূহ (standard) ব্যাখ্যা কৰা।

3+8=11

Why are EDI standards needed? Explain the various standards used for preparation of data to be transmitted using EDI.

7. Computerized accounting মানে কি বুজায়?
Manual accountingৰ ওপৰত computerized
accountingৰ সুবিধাবোৰ আলোচনা কৰা। $2+10=12$

What is computerized accounting? Discuss
the advantages of computerized accounting
over manual accounting.

অথবা / Or

চমুকৈ লিখা :

$4+4+4=12$

Write briefly on :

- (a) Funds Flow Statement
- (b) Bank Reconciliation Statement
- (c) Balance Sheet

(Old Course)

**(INFORMATION TECHNOLOGY AND ITS
APPLICATION IN BUSINESS)**

Full Marks : 80

Pass Marks : 32

Time : 3 hours

1. তলত দিয়াসমূহৰ সম্পূৰ্ণ ৰূপবোৰ লিখাঁ : 1×8=8

Write the full forms of the following :

(a) EDIFACT

(b) SMTP

(c) VLSI

(d) MICR

(e) GUI

(f) PROM

(g) URL

(h) HTML

2. (a) Optical diskত কেনেদৰে read/write কাৰ্য সমাপন কৰা হয়, ব্যাখ্যা কৰাঁ। 4

Explain how read/write operation is carried out on an optical disk.

- (b) Operating system-এ কম্পিউটাৰৰ memory কেনেধৰণে পৰিচালনা কৰে, আলোচনা কৰাঁ। 4

Discuss how memory is managed by an operating system.

(c) তথ্যপ্রযুক্তিৰ আৱশ্যকীয় অঙ্গসমূহৰ বিষয়ে চমুকৈ আলোচনা কৰা। 4

Briefly describe the essential components of Information Technology.

(d) MS-Wordৰ view menuৰ এটি বিৱৰণ দিয়া। 4

Give description of the view menu in MS-Word.

3. (a) ব্যৱসায়ৰ উন্নয়নৰ ক্ষেত্ৰত তথ্যপ্রযুক্তিৰ এক মুখ্য ভূমিকা আছে। আলোচনা কৰা। 11

Information Technology plays a pivotal role in the development of business. Discuss.

অথবা / Or

(b) তথ্যপ্রযুক্তিৰ মূল বৈশিষ্ট্যসমূহ আলোচনা কৰা। পণ্য উৎপাদন উদ্যোগত ইয়াক কেনেদৰে ব্যৱহাৰ কৰিব পাৰি, আলোচনা কৰা। 5+6=11

Discuss the basic features of Information Technology. Discuss how it can be efficiently deployed in the manufacturing industry.

4. (a) Primary memory আৰু Secondary memoryৰ মাজৰ পাৰ্থক্য লিখা। Magnetic tapeৰ কাৰ্য সম্পৰ্কে লিখা। ইয়াৰ সুবিধা আৰু অসুবিধাসমূহ কি কি? 3+4+4=11

Differentiate between Primary memory and Secondary memory. Explain the working of a magnetic tape. What are its advantages and disadvantages?

অথবা / Or

- (b) “Software বিহীন computer hardware চালক বিহীন গাড়ীৰ নিচিনা।” ব্যাখ্যা কৰা। Utility software কি? ইয়াৰ কাৰ্যকাৰিতা আলোচনা কৰা।

4+2+5=11

“Computer hardware without software is like a car without a driver.” Explain. What is utility software? Discuss its functions.

5. (a) Trading partnerসমূহে EDI প্ৰয়োগৰ ক্ষেত্ৰত সম্মুখীন হোৱা সমস্যাসমূহ আলোচনা কৰা। Financial EDIৰ ওপৰত এটি চমু টোকা লিখা।

6+5=11

Discuss the problems of implementation of EDI by the trading partners. Write a brief note on financial EDI.

অথবা / Or

- (b) EDIৰ সংজ্ঞা দিয়া। EDI তথ্য সংবহনৰ ক্ষেত্ৰত ব্যৱহাৰ হোৱা পদ্ধতি দুটা আলোচনা কৰা। 3+4+4=11

Define EDI. Discuss the two methods used for transmission of EDI documents.

6. (a) What is a table? How can you convert text into a table? Write the steps. 4

- (b) What is formatting? Briefly describe the different line spacing options available in MS-Word. 4

(c) Write the steps for finding a particular word in a text and replacing it with another.

3

7. (a) Netiquette মানে কি? Internet ব্যৱহাৰ কৰোঁতে মানি চলিব লগা নিয়মসমূহ আলোচনা কৰা। 2+10=12

What is meant by netiquette? Discuss the rules that have to be followed in using Internet.

অথবা / Or

(b) ERP কি? প্ৰচলিত ERPসমূহৰ সীমাবদ্ধতাবোৰ কি কি? Tallyৰ কিছুমান বৈশিষ্ট্য আলোচনা কৰা।

2+4+6=12

What is ERP? What are the limitations of conventional ERPs? Discuss some of the features of Tally.

OR

(New Course)

**(INFORMATION TECHNOLOGY PRACTICES
IN BUSINESS)**

Full Marks : 80

Pass Marks : 24

Time : 3 hours

1. (a) Write the full forms of the following : 1×4=4
- (i) OMR
 - (ii) EPROM
 - (iii) HTTP
 - (iv) URL
- (b) Write True or False : 1×4=4
- (i) Scanner is an input device.
 - (ii) TCP stands for Transmission Control Protocol.
 - (iii) ROM is secondary memory.
 - (iv) Computer can perform mathematical calculation.
2. Write short notes on the following : 4×4=16
- (a) Number system
 - (b) Digital computer
 - (c) Output device
 - (d) Software

- 3. (a)** Define Information Technology. Explain the features of Information Technology. 3+8=11

Or

- (b)** Define Information Technology. Explain the uses of IT in business and education. 3+8=11

- 4. (a)** Discuss the characteristics of computer. Explain the architecture of computer with diagram. 5+6=11

Or

- (b)** What are the classifications of computer? Explain the features of 4th generation and 5th generation of computer. 6+5=11

- 5. (a)** What is computer network? Explain the types of network. Explain the applications of Internet in business. 2+4+5=11

Or

- (b)** Define EDI. Explain the advantages of EDI. 3+8=11

6. (a) Covert $(97)_{10}$ into its binary equivalent. 4
- (b) Covert $(11000101)_2$ into its decimal equivalent. 4
- (c) Convert $(1742)_8$ into its decimal equivalent. 4

7. (a) What is Web browser? Explain it. 2+9=11

Or

(b) What is Internet? Explain the uses of Internet. 2+9=11

(Old Course)

**(INFORMATION TECHNOLOGY PRACTICES
IN BUSINESS)**

Full Marks : 80

Pass Marks : 32

Time : 3 hours

1. Write the full forms of the following : $1 \times 8 = 8$
- (a) ISP
 - (b) DNS
 - (c) WWW
 - (d) EEPROM
 - (e) ASCII
 - (f) CD-ROM
 - (g) OMR
 - (h) BCD
2. Write short notes on the following : $4 \times 4 = 16$
- (a) Hardware
 - (b) WWW
 - (c) Search engines
 - (d) Videoconferencing

3. (a) Define the meaning of IT. Explain the features of IT on business. $3+8=11$

Or

- (b) Define IT. Explain the uses of IT in business and education. $3+8=11$

4. (a) Define software and hardware. Explain the types of software. $4+7=11$

Or

- (b) Differentiate between Primary memory and Secondary memory. Explain few storage devices used in computer. $4+7=11$

5. (a) Define computer network. Explain the benefits of computer network. $3+8=11$

Or

- (b) What is topology? Explain the various types of physical topologies. $3+8=11$

6. (a) Convert $(746)_8$ into its decimal equivalent. 4

- (b) Convert $(1101101)_2$ into its decimal equivalent. 4

- (c) Convert $(79)_{10}$ into its binary equivalent. 4

7. (a) Define EDI. Discuss the advantages and working principles of EDI. 2+9=11

Or

- (b) Explain Internet, Intranet and Extranet. Discuss the application of Internet in business. 6+5=11

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