

ASSIGNMENT BOOKLET

Course: IT Skills (BPOI-007)

**Diploma in Business Process
Outsourcing Finance and Accounting
programme**

(DBPOFA: Semester 2)

For January 2025 Re-registration session

For July 2025 Re-registration session



School of Vocational Education and Training

Indira Gandhi National Open University

Maidan Garhi, New Delhi-110 068

Course BPOI-007: IT Skills

DBPOFA programme

Dear Student,

We hope you enjoyed reading the course and found it useful in applying it in your day-to-day requirements.

In order to help you understand the material better and prepare you for the final examination later, we have an assignment for this course. This assignment is a Tutor Marked Assignment (TMA) and carries 100 marks.

Aims: The TMA is mainly concerned with your ability to understand the material and apply it meaningfully in real-life interactions. These assignments are as much a teaching device as a testing tool.

Guidelines: You will be required to answer the questions which are based on the units and your understanding and practice of the activities.

As in day-to-day life, planning is important in doing the assignments well. Read the assignments carefully; go through the units on which they are based and jot down some points regarding each question. Prepare a rough draft of the answers.

Make sure that your answer:

- a) Is written in simple and correct English,
- b) is written neatly and clearly,
- c) Reflects your understanding of the units.

Please remember that it is compulsory to submit your assignments before you can take the Term End Exams. **Please submit assignments at your study centre.** Also remember to keep a copy of your assignments with you and do take a receipt from your Study Centre when you submit the assignments. In the event that you do not have a study centre in your city/region, please dispatch/ email scan copy of same to “The Programme Coordinator, SOVET, Block no 15 E, New Academic Building, First Floor, IGNOU, Maidan Garhi, New Delhi – 110068”/ geetikajohry@ignou.ac.in

On the top of the first page of your Tutor Marked Assignment (TMA) answer sheet, please write the details exactly in the following format:

Enrolment No. _____	Date: _____
Course Code: _____	Course Title: _____
Name: _____	Address: _____

Signature: _____

Assignment for Course BPOI-007: IT Skills

Max. Marks: 100

Weight age in TEE: 20%

Pass mark: 40%

Answer any 10 questions. All questions carry equal marks (10 x 10)

1. What are the characteristics and advantages of a Local Area Network? Explain any one LAN topology with the help of a diagram.
2. Draw the block diagram of a computer system and briefly explain the function of each of the main components.
3. Write down main functions of the Operating System. Write down the advantages and disadvantages of Batch Operating System.
4. IGNOU needs to send a letter to each student of the BPOI-007 course, informing them of the location of their examination center. The major portion of the text is the same for each student, but the roll number, name of the student and examination center location are different. These details are available in a data file for each student (one file with all the data). What are the steps you would follow to make a personalised letter in Microsoft Word for each student so that each one feels the letter has been drafted for him or her alone?
5. What is need of Network Security? Explain its different elements?
6. What is difference between Virus and Anti-Virus? Write the names of some viruses.
7. What is a secondary memory? Explain capacity, density and speed of hard disk drive.
8. What is the difference between DDL and DML in DBMS?
9. Explain what is MS Power Point? List the different kinds of views available to format the slides.
10. What is a Browser? Explain any five features of a Browser.
11. Explain the advantages and disadvantages of blogging.

Last Date for Submission of Assignment (or as and when notified by the University)

For June TEE Exam

31st March

For December TEE Exam

30th September