

ASSIGNMENT BOOKLET

COMPUTER SKILLS COURSE (BSSI-012)

Diploma in Modern Office Practice Programme (DMOP)

For January 2023 session

For July 2023 session



**School of Vocational Education and Training
Indira Gandhi National Open University
Maidan Garhi, New Delhi-110 068**

Dear Student,

This booklet contains the **assignments for the Course BSSI -012** of DMOP program. Before attempting the assignments, please carefully read the instructions given below. Each course has one assignment, which is based on course materials of these courses. **You are also required to write your responses in your own words and handwriting only and no typed or printed assignments will be accepted.** Further, you may note that in case your assignment response(s) happens to be a **copy** of assignment response sheet submitted by another student, **your assignment may be summarily rejected and/or your marks may be made null and void.** Therefore, you are strongly advised not to allow any other student to copy it. The last date of submission of assignment is given against each assignment. You are advised not to wait for the last date to submit your assignments. Therefore, you may note that the **assignment answer sheets received after the due date will be summarily rejected** and no communication will be entertained in this regard.

You must submit/send your assignment answer sheets to the Coordinator/ Programme In-charge of your Study Centre/ Programme Centre, to reach there on or before the due date. In case there is no Study Centre, **assignments to be either scanned & submitted to the Programme Coordinator at SOVET, Block-15 E, (FF), New Academic Building, IGNOU, Maidan Garhi, and New Delhi-110068 or emailed at dmopsovet@ignou.ac.in**

Instructions for Formatting Your Assignments

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

Enrollment No: _____	Date: _____
Course Code: _____	Course Title: _____
Name: _____	Address & Mobile: _____

Signature: _____

- Please follow the above format strictly to facilitate evaluation and avoid delay.
- Use only foolscap size writing paper/A4 size (not of very thin variety) for writing your answers.
- Leave 3 cm margin on the left, top and bottom of your answer sheet.
- Your answer should be precise and to the point. While solving problems, clearly indicate the question number along with the part being solved. Recheck your work before submitting it.
- The sheets need to be scanned & submitted only to the Programme Coordinators

Answer sheet received after the due date shall not be accepted. We strongly feel that you should retain a copy of your assignment answer sheet duly acknowledged by the office of the Coordinator/ Programme In-charge of your Study Centre/ Programme Study Centre to avoid any unforeseen situation.

Wishing you all good luck!

TUTOR MARKED ASSIGNMENT (TMA)

COMPUTER SKILLS COURSE (BSSI-012)

Maximum Marks: 100
Weight age: 30%

Assignment Code: BSSI012/TMA2023

Note: This assignment covers **Course BSSI -012**. Attempt questions as per instructions provided. Marks assigned to the questions have been shown in the bracket.

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

Pass Marks is 50%

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 BSSI-012 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 personalized 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 of Network Security.
6. What is difference between Virus and Anti-Virus? Write the names of some viruses.
7. What is the difference between DDL and DML in DBMS?
8. Describe the process of including animation, image and notes in PPT presentation.
9. What is a Browser? Explain any five features of a Browser.
10. Explain the advantages and disadvantages of blogging.
11. Explain the difference between System Software and Application Software.
12. Explain the applications of MS-Excel in detail.

LAST DATE FOR SUBMISSION OF ASSIGNMENT

FOR JANUARY 2023 SESSION LEARNER ----- **30th SEPTEMBER 2023, for appearing in Dec 2023 TEE**

FOR JULY 2023 SESSION LEARNER ----- **31st MARCH 2024, for appearing in June 2024 TEE**

(Or Dates notified by the University from time to time. Please visit IGNOU website homepage)