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**UTTARAKHAND OPEN UNIVERSITY, HALDWANI (NAINITAL)**

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**Programme Name-BBA-First Semester**  
**Programme Code-BBA -12**  
**Course Name- Computers in Management**  
**Course Code-BBA104**

**Maximum Marks-40**

**Session -2014-15,Summer**  
**Last Date of Submission: 15 January, 2015**

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**Section-A**

**Section 'A' contains 08 short answer type questions of 5 marks each. Learners are required to answers 4 questions only. Answers of short answer-type questions must be restricted to 250 words approximate.**

1. Five major units of a computer system.
2. Most commonly used Input devices.
3. Checksum.
4. High level languages.
5. Data communication.
6. Management Information Systems (MIS).
7. E-Commerce.
8. Uses of Information Technology (IT).

**Section-B**

**Section 'B' contains 04 long answer-type questions of 10 marks each. Learners are required to answers 02 questions only.**

1. What are operating systems? Explain the different types of operating systems.
2. Explain the use of computers in the following areas –a) Education, b) Advertising c) Government, d) Home, e) Society
3. Differentiate between Data and Information? Explain data processing cycle.
4. What is number system? Elaborate the following number systems with at least two examples.  
a) Binary , b) Decimal , c) Octal , d) Hexadecimal , e) Binary to decimal conversion, f) Octal to decimal conversion , g) Hexadecimal to decimal conversion.