4NMB (ITM)

[21 HRKP1S(N)–22A]

DBM/DHRM/PGDSM/PGDHRM/PGDBM/MBA 1st Semester (New) Exam., 2021 (W)

INFORMATION TECHNOLOGY IN MANAGEMENT

[PGDBM/PGDHRM/PGDSM/PGBA S1 04]

Full Marks : 70/80

Time : 3 hours

The figures in the margin indicate full marks for the questions

(a) Learners admitted in 2020 and 2021 are to answer *70* Marks (Question Nos. **1** to **4**).

(b) Learners admitted in and before 2019 are to answer all the questions (Question Nos. **1** to **5**), i.e., for *80* Marks.

1. Answer any *five* from the following questions (each in around *50* words) : 2×5=10

(a) Discuss any two common Excel functions.

(b) Discuss any two parts of PowerPoint Window.

(c) Write any two advantages of information technology.

(d) Write one advantage and one disadvantage of ADSL.

(e) Give two examples of antivirus software.

(f) What is meant by the quality of information?

2. Answer any *four* from the following questions (each in around *100* words) : 3×4=12

(a) Discuss the steps to import a data sheet from Excel.

(b) Mention three types of Network and explain one of them.

(c) Differentiate between the dial-up and ASDL Internet connection.

(d) Differentiate between web server application and web browser.

(e) Mention any three challenges of global information systems.

3. Answer any *four* from the following questions (each in around *200* words) : 6×4=24

(a) What is custom list? Discuss the steps to create the list.

(b) Explain the steps in creating a PowerPoint presentation.

(c) What are the ways IT is affecting our day-to-day life?

(d) What is an electronic mail? Describe the common header fields associated with an e-mail. 3+3=6

(e) Discuss the social dimension of IT.

4. Answer any *three* from the following questions (each in around *250* words) : 8×3=24

(a) Write short notes on the following : 4×2=8

(i) Uniform resource locator

(ii) WWW

(b) Why is information security and control important in an organization?

(c) Discuss the different areas of information technology.

(d) Describe how the web browser communicates with the web server.

The following question is *NOT* for the learners admitted in 2020 and 2021 batches :

5. Answer any *one* from the following questions (in around *300* words) : 10

(a) Discuss the application of IT in management of an organization.

(b) What is MIS? Discuss the importance of MIS. 2+8=10

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