

(Pages : 3)



M – 2491

Reg. No. :

Name :

Second Semester B.Com. Degree Examination, December 2021

First Degree Programme under CBCSS

Foundation Course

CO 1221/CC 1221 : INFORMATICS AND CYBER LAWS

(2018 – 2019 Admission)

Time : 3 Hours

Max. Marks : 80

SECTION – A

Answer **all** questions in **1** word or to a maximum of **2** sentences each. Each question carries **1** mark.

1. What is VPN?
2. What is search engine?
3. What is information?
4. What is digital divide?
5. What do you mean by patents?
6. Expand INFLIBNET.
7. Who is a hacker?
8. What is green computing?
9. IT Act in India amended in _____
10. What is IPR?

(10 × 1 = 10 Marks)

SECTION – B

Answer **any eight** questions in not exceeding **1** paragraph each. Each question carries **2** marks.

11. What are two benefits of mobile computing?
12. Distinguish between Data and Information.
13. What is infrared transmission?
14. What is internet phishing?
15. What is free software?
16. List type of hackers.
17. What is the objective of educational software?
18. What is spyware?
19. What is virtual reality?
20. Define E-waste.
21. What is digital evidence?
22. What is video conferencing?

(8 × 2 = 16 Marks)

SECTION – C

Answer **any six** question in about **120** words each. Each question carries **4** marks.

3. What are the signs and symptoms of internet addiction?
- What is INFLIBNET? List out its objectives.

25. Write a note on IT for National Integration.
26. Explain the function of operating system.
27. Explain components of IPR.
28. Explain the business use of internet.
29. What are internet access method? explain.
30. What are the uses of internet?
31. What are the important features of knowledge management?

(6 × 4 = 24 Marks)

SECTION – D

Answer **any two** questions in not exceeding **4** pages each. Each question carries **15** marks.

32. What is network topology? Explain different topologies.
33. What is cybercrime? Explain different types of cyber criminals.
34. What is IPR? What are its basic components? Explain.
35. What is computer network? Explain its type and components.

(2 × 15 = 30 Marks)

(Pages : 3)



M – 2500

Reg. No. :

Name :

Second Semester B.Com. Degree Examination, December 2021

First Degree Programme under CBCSS

Foundation Course

CO 1221/CC 1221 : INFORMATICS AND CYBER LAWS

(2020 Admission Regular)

Max. Marks : 80

Time : 3 Hours

SECTION – A

Answer **all** questions in **1** or **2** sentences each. Each carries **1** mark.

1. Define informatics.
2. What is mobile technology?
3. What is knowledge management?
4. Give examples for educational software for children.
5. What is digital divide?
6. Who is a hacker?
7. What is green computing?
8. Name any two software for typing Malayalam.
9. What are cyber laws?
10. What is firewall?

(10 × 1 =

SECTION – B

Answer **any eight** questions in not exceeding **1** paragraph. Each question carries **2** marks.

11. Define smart phones.
12. What are the features of flash drive?
13. What is bluetooth?
14. What are the objectives of educational softwares?
15. What is an e-library?
16. Which are the popular sources for e-books in internet.
17. What is BRNET?
18. What is pharming?
19. What is adware?
20. How spyware is harmful?
21. What is the nature of unicode standard?
22. What are the disadvantages of windows?
23. What is LAN?
24. Which are the ways in which computer virus is spread?
25. Write any four effects of cyber crimes on businesses.
26. What is cyber espionage?

(8 × 2 = 16 Marks)

SECTION – C

Answer **any six** questions, Each question carries **4** marks.

27. Describe super computers.
28. Which are the modern output devices used in computers?

29. What are the features of google as a search engine?
30. Bring out the scope of virtual universities in India.
31. What are the features of NICENET?
32. Write a note on free software movement.
33. Which are the types of cyber crimes?
34. Explain how cyber addiction can be managed?
35. Write a note on language localization.
36. Which are the different computer hardware security measures?
37. How cyber crimes can be reduced?
38. Write a note on information overload.

(6 × 4 = 24 Marks)

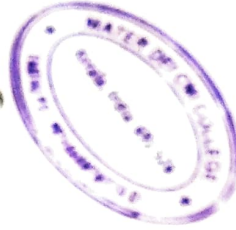
SECTION – D

Answer **any two** questions. Each question carries **15** marks.

39. Define and explain Internet.
40. Elaborate on IT tools used in education.
41. Explain scope of social informatics.
42. Explain the concept and problems in e-waste in India.
43. Explain the health problems in the use of computers. What are the remedies?
44. Explain the concept of digital signature.

(2 × 15 = 30)

(Pages : 3)



M - 2496

Reg. No. :

Name :

Second Semester B.Com. Degree Examination, December 2021
First Degree Programme under CBCSS

Core Course

CO 1241/CC 1241 : BUSINESS COMMUNICATION AND OFFICE
MANAGEMENT

(Common for Commerce/Commerce with Computer Application)
(2014-2017 Adm)

Max. Marks : 80

Time : 3 Hours

SECTION - A

Answer **all** questions in **one** or **two** sentences. **Each** question carries 1 mark.

1. Communication is the task of imparting _____.
2. _____ refers to communication from lower-level managers to top-level managers.
3. _____ Communication, the sending of messages, orders or instructions in writing.
4. The person who is appointed to head the office is known as _____.
5. _____ is an informal channel of business communication.
6. _____ are the questions regarding a business that might be asked by a potential customer or other business to business clients.
7. _____ is the electronic equivalent of a letter.

P.T.O.

8. Depending on the purpose, _____ identifies the location of records based on file names.
9. _____ letter is a professional formal letter that is sent by one company to another.
10. There is a great possibility in distortion of information in _____ communication.

(10 × 1 = 10 Marks)

SECTION – B

Answer any **eight** questions. Each question carries **2** marks.

11. What you mean by informal communication?
12. Define oral communication?
13. Point out any two examples of formal types of oral communication?
14. What do you mean by effective listening?
15. What is Grapevine communication?
16. What is meant by a business conference?
17. What you mean by record management?
18. What you mean by office management?
19. What you mean by bit indexing?
20. What is a Resume?
21. Define correspondence?
22. What is Work measurement?

(8 × 2 = 16 Marks)

SECTION – C

Answer any **six** questions. Each question carries **4** marks.

23. Explain the purpose of management communication?
24. Point out any four demerits of Grapevine Communication?
25. What are the functions of Non-verbal communication?
26. Explain the qualities of a business letter?
27. Write a note on any four types of business report?
28. Explain the administrative management functions of an office?
29. Discuss the qualities of a good office manager?
30. Explain the advantages of good filing system?
31. Briefly discuss the procedure for handling outwards mail or dak?

(6 × 4 = 24 Marks)

SECTION – D

Answer any **two** questions. Each question carries **15** marks.

32. Explain the components of communication process?
33. Discuss the essentials of communication?
34. Explain the essentials of a successful office system?
35. Discuss the objectives of office mechanisation?

(2 × 15 = 30)
