Roll No. ....

(12/15-I)

5011

B. Com. (Voc.) EXAMINATION

(For Batch 2011 & 2012 Only)

(First Semester)

OFFICE MANAGEMENT AND

SECRETARIAL PRACTICES : COMPUTER

FUNDAMENTALS AND BUSINESS DATA

PROCESSING

BC (Voc)-105

Time : Three Hours   *Maximum Marks :* 80

Note : Question No. **1** is compulsory. Attempt any

four questions from the remaining eight

questions. All questions carry equal marks.

1. Explain in brief the following :

    (a) Digital Computer

    (b) Limitations of Computer

(3-17) B-5011   **P.T.O.**

(c) Structure of DOS

(d) Difference between positional and non-positional number system

(e) Binary arithmetic operations

(f) Operation system

(g) Data processing

(h) Economics of business data processing.

2. What are the capabilities of a computer system ? Also briefly describe the main components of a digital computer.

3. What is the difference between internal and external commands of DOS ? Write any *three* commands of each with proper syntax and explain.

4. What are programming languages ? Give a brief generation-wise description of the programming languages.

5. Solve the following :

(a) $(221.1875)_{10} = (X)_2$

(b) Add $(101110.1001)_2$ into $(11001.01)_2$

(c) Subtract $(10.110)_2$ from $(111.001)_2$ using 1's complement method.

6. What are various functions and types of operating system ? Explain in detail.

7. How computers are used in business data processing ? Explain giving examples.

8. Distinguish between data and information. What are the main characteristics of information ?

9. In what ways, data processing influences the functioning of business organizations ?