

**CENTRE FOR DISTANCE AND ONLINE EDUCATION
SRI SRI UNIVERSITY, CUTTACK**

BACHELOR OF BUSINESS ADMINISTRATION

TUTOR MARKED ASSIGNMENT

Course Code: BBC-104

Academic Year: 2025-26

Course Name: IT for Management

Session: August 2025

Semester: 1st

Total Marks: 100

A. Answer any eight questions (essay type). Answer in about 350-500 words each.

(10 X 8 = 80)

1. What do you mean by Computer? Explain the various applications of it.
2. Write the components of a computer system.
3. What do you mean by Networking? Explain the types of Network.
4. Write the procedure of Mail Merge in MS Word.
5. What is operating system? Explain the types of operating system.
6. What do you mean by database? Write the advantages and disadvantages of it.
7. What is the use of Pivot Table in Excel? Explain.
8. What is number system? Explain with example how to convert Decimal to Binary and Binary to Decimal.
9. Write in details about the family of ROM.
10. What is built in function in Excel? Explain in details.

B. Write short notes on any four. Answer in about 150-200 words each.

(5 X 4 = 20)

1. What are the difference between Hardware and Software?
2. Write the difference between Internet and Intranet.
3. Define SQL. Write the applications of SQL.
4. Write short notes on Data Security.
5. What is the difference between RAM and ROM.
6. What is DBMS? Explain.