

G.V.M'S G.G.P.R COLLEGE OF COMMERCE & ECONOMICS
FARMAGUDI, PONDA
INTRA SEMESTER ASSESSMENT TEST-III
BCA SEMESTER IV MARCH 2016
COMPUTER NETWORKS

MARKS: 15

TIME: 45 Minutes

-
- I Choose the correct Answer:- (1x3=3)**
1. Data Transfer between neighboring network elements are known as _____
a. Network layer b. Transport layer c. Data link layer

 2. Every incoming packet is sent out on every outgoing line except the one it arrived is ____
a. Framing b. Flooding c. Routing

 3. The thinnest layer in the OSI Model is _____
a. Application Layer b. session layer c. Network layer

- II Answer any three of the following (3x2=6)**
1. State the functions of a Data link layer . (2 marks)
 2. What is Framing Technique? (2 marks)
 3. Explain the functions of the network layer. (2 marks)
 4. Explain the functions of the session layer. (2marks)

- III Answer any two of the following (2x3=6)**
1. State the elements of a transport layer. (3marks)
 2. State the design issues of the network layer(3 marks)
 3. State any two routing algorithms in detail (3marks)
 4. Describe the design issues of the data link layer(3 marks)

.....*All the Best*.....

G.V.M'S G.G.P.R COLLEGE OF COMMERCE & ECONOMICS
FARMAGUDI, PONDA
INTRA SEMESTER ASSESSMENT TEST-III
BCA SEMESTER IV MARCH 2016
TECHNICAL WRITING SKILLS

MARKS: 15

TIME: 45 Minutes

Q.A. Answer the following in 2-3 lines each: [5 Marks]

1. In the context of Business Communication, who is a referee?
2. What is a Memo?
3. What is a testimonial?
4. What is a resume?
5. What is a Press Release?

Q.B. Answer Any One of the Following: [5 Marks]

1. Assume you are the Manager of a call centre. Draft a Memo to an employee expressing displeasure at his/her habit of frequently reporting late to work.
2. Assume you are Head of the Accounts Department. Draft a testimonial for an employee who worked in your department for two years and is now leaving the organization.
3. Assume you are the Assistant Manager of Quality House Textile Mill. Write a letter to the Manager of Fine Silk Corporation requesting an opinion (i.e., reference letter) on Mr. Mahesh Prabhu who has applied for the post of Sales Executive in your organization. Mr. Mahesh Prabhu claims to have worked at Fine Silk Corporation for four years.

Q.C. Answer the Following: [5 Marks]

1. Draft a letter of application for the following advertisement:
“Wanted secretary. Essential Skills: Basic understanding of Microsoft Office, Graduate in any stream, Pleasing personality, Ability to work in team environment, Excellent Communication skills in English, Hindi and Konkani. Interested candidates apply to the H.R Manager, GreenTech Modern Solutions, Noida”

**G.V.M'S G.G.P.R COLLEGE OF COMMERCE & ECONOMICS
FARMAGUDI, PONDA
INTRA SEMESTER ASSESSMENT TEST-III
BCA SEMESTER IV MARCH 2016
MANAGEMENT FUNCTIONS**

MARKS: 15

TIME: 45 Minutes

Answer the following:

- Q.1) What do you understand by organizing? Explain any three factors determining organization structure. (4)
- Q.2) Explain Alderfer's ERG theory of motivation. How does it compare with maslows need hierarchy theory? (5)
- Q.3) Define decision making. Explain different types of decisions taken in an business organization. (4)
- Q.4) Differentiate between authority and responsibility. (two points) (2)
