



March 11, 2004

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## INTRODUCTION TO INFORMATION TECHNOLOGY

(MARKS 100)

### Module B

(3 hours)

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#### Instructions :

- (i) Modular candidates who have submitted the Certificates of the Course of Computer Practical Training (CCPT) by Spring 2001 Examinations will attempt both the Sections.
- (ii) FE-2 candidates who have submitted the CCPT by Autumn 2001 Examinations and have opted for Modular Scheme will attempt both the Sections.
- (iii) All other candidates will attempt Section 'A' only.

#### **Section 'A' – 70 Marks (2 hours)**

- Q.1 Information is becoming a valuable asset for an organization. Data is constantly collected from various sources and converted to information by the manual and automated systems. How can data become valuable information? (10)
- Q.2 In order to remain organized and focused everyone, whether individual, business house, charitable organization or government agency, needs to follow a set of defined rules. The implementation of such rules is monitored to ensure smooth functioning. The implemented rules are referred to as a system. Describe the elements which make a system. (10)
- Q.3 (a) Explain the utility of call centers in providing better customer services. (03)  
(b) What are turnaround documents? Give an example. (02)  
(c) Noise may cause partial or full breakdown in communication system. With reference to system communication, how does the semantic noise differ from technical noise? (05)
- Q.4 Distinguish between open and closed loop control, prepare diagrammatic flows along with your explanations. (10)

- Q.5 Capturing data is the beginning of an information cycle. Since information is a vital element for survival and growth of the organization, this data capturing should be accurate and fast. In order to achieve this, data should be captured and entered in the system at point of origin. List at least five devices used for source data automation with basic usage and benefit. (10)
- Q.6 Operating systems help a computer function. Computers are designed for accomplishment of various tasks. Different operating systems may be suitable for achieving one target while an operating system may be suitable for more than one type of operations. Describe basic functions of these operating systems and a task for which they are best suited. (10)
- a. Windows
  - b. Windows NT
  - c. UNIX
  - d. DOS
- Q.7 (a) Business Inc. is planning to implement Internet strategy using Information, Communication, Transaction and Distribution Model (ICTD). Currently, an IT team is working on transaction initiation and execution phase. What are the major concerns while entering the virtual transaction space? (05)
- (b) Define the following : (05)
- i) Cookie
  - ii) Pretty Good Privacy (Method of Encryption)

**Section 'B' – 30 Marks (1 hours)**

- Q.8 Explain the following with reference to different application in the Microsoft Office: (10)
- a. Subtotal function in MS Excel
  - b. Three different ways to left indent a paragraph in MS Word
  - c. List any three basic templates available in MS Access which can be used by accountants
  - d. Consideration for using table with calculated fields in MS Word
  - e. Reviewing toolbar in MS Word

(3)

Q.9 Prepare financial statements from the following trial balance in the format given below showing formulas used.

	A	B	C	D
1				
2		<b>Trial Balance</b>	<b>Debit</b>	<b>Credit</b>
3				
4		Material Consumed	400,000	
5		Land and Building	185,000	
6		Account Receivable	150,000	
7		Cash and Bank Balances	12,000	
8		Rent, Rates, Taxes	15,000	
9		Salaries	45,000	
10		Accounts Payable		50,000
11		Furniture and Fittings	23,000	
12		Office Equipment	10,000	
13		Sales		700,000
14		Utilities - Office	5,000	
15		Closing Stock	30,000	
16		Direct Labour	50,000	
17		Factory Overheads	75,000	
18		Share Capital		200,000
19		Retained Earnings		50,000
20				
21				
22				
23				
24		<b>Profit and Loss Account</b>	<b>Rupees</b>	<b>Rupees</b>
25				
26		Sales		
27		Cost of Sales		
28		Material Consumed		
29		Direct Labour		
30		Factory Overheads		
31				
32		Gross Profit		
33				
34		Operating Expenses		
35		Salaries		
36		Utilities - Office		
37		Rent, Rates, Taxes		
38				
39				
40		Retained Earnings brought forward		
41		Retained Earnings carried forward		
42				

(4)

	A	B	C	D
43				
44		Balance Sheet	Rupees	Rupees
45				
46		Assets		
47		Fixed Assets		
48		Land and Building		
49		Furniture and Fittings		
50		Office Equipment		
51				
52		Current Assets		
53		Closing Stock		
54		Account Receivable		
55		Cash and Bank Balances		
56				
57		Less: Accounts Payable		
58		Working Capital		
59		Total Assets Employed		
60				
61		Represented by:		
62				
63		Share Capital		
64		Retained Earnings		
65				
66				

(15)

Q.10 Following is a table structure from a General Ledger application written in MS Access:

Field Name	Data Type	Field Length
AccountID	Text	4
AccountTitle	Text	20
TypeID	Number	Integer
DateCreated	Date	Short Date
Balance	Number	Integer

Identify errors in the following entries:

	AccountID	AccountTitle	TypeID	DateCreated	Balance
1	C001	Cash in Hand	15	10/10/02	1,500.50
2	M005	Machinery	A5	11/10/02	25,000
3	AR006	Accounts Receivables	15	11/10/2002	16,000
4	OE02	Office Equipment	18	15/10/02	35,000

(05)

(THE END)