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## **BBA-11**

**December – Examination 2020**

### **BBA (Part II) Examination**

**Computer Applications in Management**

**Paper : BBA-11**

*Time : 2 Hours ]*

*[ Maximum Marks : 70*

*Note :-* The question paper is divided into two sections A and B. Write answers as per the given instructions.

**Section–A**

**7×2=14**

**(Very Short Answer Type Questions)**

*Note :-* Answer all questions. As per the nature of the question delimit your answer in one word, one sentence or maximum upto **30** words. Each question carries **2** marks.

1. Explain the following terms within 30 words each :

(i) Operating Systems

(ii) Secondary Storage

- (iii) Central Processing Unit
- (iv) OMR
- (v) Commercial Software
- (vi) Freeware
- (vii) Data Administrator

**Section-B**                      **4×14=56**

**(Short Answer Type Questions)**

**Note** :- Answer any *four* questions. Each answer should not exceed **200** words. Each question carries 14 marks.

2. Differentiate between Primary & Secondary Storage.
3. Explain the advantages of Computer Networks.
4. List all types of application software and explain each in brief.
5. Explain various elements of Desktop.
6. What are Header and Footers ? How will you insert header and footer in a document ?
7. What is MS-Access ? How is it different from other database software ?

8. Discuss the use of information for different levels of hierarchy in an organization.
9. Discuss the factors responsible for the success and failure of an organization.