

B

DCOM-05

D.C.O. EXAMINATION, June, 2008

MODERN OFFICE

Paper DCOM-05

Time allowed : Three hours

Maximum marks : 100

Attempt any five questions. All questions carry equal marks.

1. (a) Define communication process in detail. 10
- (b) What is video programming and explain various concepts and methodologies related to communication? 5+5
2. (a) Define the application of office, automation technologies in support of activities like document preparation, storage and propagation. 10
- (b) What are computer networks? What is the role of modem in computer networks? 5+5

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3. (a) Describe the essential components of the program and also focus its various issues. 10
- (b) What do you mean by internet ? Discuss Local Area Network (LAN). Explain use of LAN in network system. 5+5
4. (a) Define phase modernisation and also describe the prioritisation. 10
- (b) What is office modernisation and also describe the methodologies and implementation for office modernisation. 5+5
5. (a) What is expert system ? Define its limitation. 10
- (b) What is management Information System ? Explain by example. 5+5
6. (a) How PCs can be secured from viruses ? 10
- (b) Define data and information system. 5+5
7. (a) Define different types of computer viruses. 10
- (b) Explain reciprocal authentication with example. 5+5

8. Write short notes on :

(i) Encryption

(ii) Public key and private key

(iii) Communication media

(iv) Data flow diagram

5×4