

2021

**INFORMATION TECHNOLOGY (Vocational)**

Total marks : 50

Time : 2 hours

**General Instructions :**

- i) *Approximately 15 minutes is allotted to read the question paper and revise the answers.*
- ii) *The question paper consists of 30 questions. All questions are compulsory.*
- iii) *Marks allocated to each question are indicated against it.*

**N.B:** *Check that all pages of the question paper is complete as indicated on the top left side.*

**Choose the correct answer from the given alternatives:**

1. Which of these is a formal greeting? 1  
(a) Good morning (b) Good evening  
(c) Good afternoon (d) All of the above
  
2. Which of these is an open-ended question? 1  
(a) Where do you live? (b) Are you hungry?  
(c) Did you meet him? (d) All of the above
  
3. Which of the following is a type of motivation? 1  
(a) Internal (b) Intermediate  
(c) External (d) both (a) and (c)
  
4. Which of the following can help you manage time better? 1  
(a) Talking to friends (b) Making a to-do list  
(c) Watching favorite movie (d) Playing
  
5. Which shortcut key will you use to start the spell checker? 1  
(a) F5 (b) F9  
(c) F7 (d) F1
  
6. What is the correct sequence of steps required to create a bulleted list in Libre Office writer? 1  
(a) bulleted list > format > lists (b) format > bulleted list > lists  
(c) format > lists > bulleted list (d) lists > format > bulleted list
  
7. The principle which can be followed to grow a business is \_\_\_\_\_. 1  
(a) quality (b) scaling up  
(c) adding substitutes (d) all of the above

- 8. The key aspects to keep in mind while understanding your competitors are \_\_.1
  - (a) pricing
  - (b) offers
  - (c) Both
  - (d) None
  
- 9. Which of the following stakeholders makes policies for a green economy? 1
  - (a) Government
  - (b) Non-Government organisation
  - (c) Scientific community
  - (d) All of the above
  
- 10. What is the main role of private agencies in a green economy? 1
  - (a) Helping the government in implementing policies
  - (b) Making policies
  - (c) Making laws
  - (d) Making National budget

**Answer the following questions in about 10-20 words:**

- 11. What is enterprising? 1
- 12. Name any two ERP vendors. 1
- 13. Define planning. 1
- 14. Give the full form of RFP. 1
- 15. What is meant by procurement process? 1
- 16. Who propounded that 'learning is a process, not a product.' ? 1
- 17. Give any two sources of learning. 1
- 18. What is meant by the term 'Posteriori'? 1

**Answer the following questions in about 20-60 words:**

- 19. Give the flowchart of framework for planning. 2
- 20. List down any four benefits of time management. 2
- 21. Briefly explain the role of BPO industry. 2
- 22. Differentiate between quality and assurance. 2
- 23. Mention any four domains or types of learning according to Kurtstlewin. 2
- 24. Differentiate between knowledge and skill. 2
- 25. Write a short note on 'learning'. 2
- 26. Explain the phrase 'learning is about a change'. 2

**Answer the following questions in about 60-100 words:**

- 27. Discuss any four factors that affects learning. 4
- 28. Discuss any four types of knowledge. 4
- 29. Explain any four advantages of ERP. 4
- 30. What is a payroll? Give any six components of a payroll. 4

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