

Dr. Bhim Rao Ambedkar University, AGRA
Ist Sem. Examination, Dec. 2018
BCA -104 (N) : Business Communication

Note : Attempt any five questions. All questions carry equal marks.

1. Explain five important elements in the process of communication.
2. Explain structure and layout of a business letter.
3. Enumerate the objectives of Group Discussion.
4. What is Circular letter? Write a circular letter informing about seasonal sale to the potential customers.
5. Explain the essential components of structure of a formal report.
6. Write short note on :
 - (a) Written communication
 - (b) Techniques of writing
7. What is business communication? Give the 7C's of communication.
8. Explain why one would choose face to face communication over written communication.
9. Explain the advantage of using voice mail.
10. In what way has technology impacted business communication?
In this context describe the significance of audio visual media.



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BCA Ist Sem. Examination, 2019
BCA -102 : Introduction to Programming using 'C'

Times : 3 Hours]

[Total Marks : 50

[Minimum Marks : 20

Note : Attempt any five questions. All questions carry equal marks.

1. What do you understand by Array and describe its uses. Write a program to transpose a matrix of dimension $N \times N$.
2. Define the following with example :
 - (a) Precedence order and associativity of the operator.
 - (b) Compound assignment & multiple assignment operator.
 - (c) Logical operator.
 - (d) Address of operator & Indirection operator.
 - (e) Bitwise operators.
3. Write a program in C to test :
 - (a) Whether a given no is Prime or not using For-loop.
 - (b) Differentiate between Break & Continue statement with example.
4. Write a program in C to interchange the value of the variables by using call by reference method.
5. Write short notes on the following with examples :
 - (a) Pointer
 - (b) Header files & Library function.
 - (c) While & Do-While loop.
 - (d) Static storage class & Automatic storage class.
6. What is recursion? Write a programme :
 - (a) to find the factorial of any number using recursion.
 - (b) Write a program to copy a content of an existing file to another file.
7.
 - (a) Write a program to generate the fibonacci series upto N.
 - (b) Explain the structure and union with example.
8. Write short notes on the following :
 - (a) Command line argument
 - (b) Pre-processor directives.

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- (iii) External commands
- (iv) Plasma Display
- (v) Machine language
- (vi) ALU

UNSOLVED PAPER

Dr. B.R. Ambedkar University, AGRA
Ith Sem. Examination, Dec. 2017

BCA - 101 : Computer Fundamental & Office Automation

Times : 3 Hours]

[Maximum Marks : 75

[Minimum Marks : 30

Note : Attempt any five questions. All questions carry equal marks.

1. Define the following :
 - (i) Main-frame Computers
 - (ii) Assembler
 - (iii) Scanner
 - (iv) Flow-chart
 - (v) Control Panel.
2. Perform the following :
 - (i) Convert "Taj" into ASCII
 - (ii) Change 1947 into Binary
 - (iii) Subtract 53 from 41 in binary
 - (iv) Multiply 101011 by 100
 - (v) Change 2017 into BCD.
3. Compare the following :
 - (i) Cold BOOT Vs Hot BOOT
 - (ii) File Vs Directory
 - (iii) DOS Vs Windows
 - (iv) Software Vs Hardware
4. Describe the syntax and usage of the following commands :
 - (i) Refresh
 - (ii) Restart
 - (iii) CHKDSK
 - (iv) Attrib
 - (v) Format
5. What is batch processing operating system? How is it different from disk operating system.
6. Describe the utility of the following :
 - (i) Device Drives
 - (ii) Notepad
 - (iii) Modem
 - (iv) Paintbrush
7. Write short notes on any four of the following :
 - (i) Auxiliary memory
 - (ii) Mini Computer