Total No. of printed pages = 6

RETEST EXAMINATION – 2019

Semester : 6th (Old)

Subject Code : CO-601

BUSINESS DATA PROCESSING

Full Marks – 70

Time – Three hours

The figures in the margin indicate full marks
for the questions.

Instructions :

1. *All* questions of PART – A are compulsory.

2. Answer any *five* questions from PART – B.

PART – A

Marks – 25

1. Fill in the blanks : $1 \times 10 = 10$

   (a) The _____ data is called information.

   (b) An _____ system is crucial for any
   organization.

[Turn over

(c) The _____ is one of the oldest and most commonly known inventory control technique.

(d) In FOQ model, four order quantities are _____, _____, _____ and _____.

(e) _____ system manipulates data from business transactions.

(f) MS Office is an example of _____ system.

(g) The output of TPS is the input of _____.

2. Write true or false :   1×10=10

(a) The objective of sales management is to sell the product at the optimum price.

(b) Index Sequential Access Method is the most flexible random access by any one of the multiple keys.

(c) Personal management is not responsible for all administrative and routine task within human resource management.

(d) In parallel installation method the new system is said to work along with the old system.

(e) Raw material is a kind of inventory.

(f) An MIS is a must for all managers of an organization.

(g) Vouchers are used for recording expenses.

(h) A file management can typically access records from only one file at a time.

(i) A computer based business system involves three independent elements.

(j) Turnaround document are designed to be returned to the sender.

3. Choose the correct answer :   1×5=5

(a) Which of the following is a transaction file?

(i) Voucher file

(ii) Purchase order file

(iii) Invoice file

(iv) All of the above

(b) Basic characteristics of business information is

(i) Timelines   (ii) Accuracy

(iii) Relevance   (iv) All of these

(c) The arrangement of records in a file is known as

(i) Directory

(ii) Menu

(iii) File organization

(iv) Table

(d) The accuracy of input to a computer will be ensured by

(i) Scanner   (ii) Keyboard

(iii) Mouse   (iv) All of these

(e) MICR is used for

(i) Data input

(ii) Cheque clearing

(iii) Examination evaluation

(iv) None of the above

PART – B

Marks – 45

4. (a) Explain direct and parallel methods of MIS installation.   5

(b) Describe the role of a personnel manager.   4

5. (a) Where to use FOQ model and explain its concepts.   4

(b) What are the three different levels of management ? Describe them.   5

6. Differentiate between :   3×3=9

(a) Batch Processing and Real Time Processing.

(b) Transaction Processing System and Office Information System.

(c) On Demand Report and Routine Performance Report.

7. (a) Why consistency is necessary while collecting data ?   4

(b) Explain various functions of personnel management.   5

8. (a) What are the various inventory valuation techniques ? Explain briefly. 5

   (b) What are the important aspects of designing an information system ? Explain briefly. 4

9. Write short notes on any *three* : 3×3=9

   (a) Data Redundancy

   (b) Management Information System

   (c) VED analysis

   (d) Program Data Interdependence.