

MASTER OF COMPUTER APPLICATIONS (MCA_NEW)

**ASSIGNMENTS
OF MCA_NEW (2Yrs) PROGRAMME
SEMESTER-I**

(January - 2025 & July - 2025)

MCS-211, MCS-212, MCS-213, MCS-214, MCS-215

MCSL-216, MCSL-217



**SCHOOL OF COMPUTER AND INFORMATION SCIENCES
INDIRA GANDHI NATIONAL OPEN UNIVERSITY
MAIDAN GARHI, NEW DELHI – 110 068**

CONTENTS

Course Code	Assignment No.	Submission-Schedule		Page No.
		For January-June Session	For July-December Session	
MCS-211	MCA_NEW(I)/211/Assignment/2025	30 th April, 2025	31 st October, 2025	3
MCS-212	MCA_NEW(I)/212/Assignment/2025	30 th April, 2025	31 st October, 2025	6
MCS-213	MCA_NEW(I)/213/Assignment/2025	30 th April, 2025	31 st October, 2025	8
MCS-214	MCA_NEW(I)/214/Assignment/2025	30 th April, 2025	31 st October, 2025	9
MCS-215	MCA_NEW(I)/215/Assignment/2025	30 th April, 2025	31 st October, 2025	12
MCSL-216	MCA_NEW(I)/L-216/Assignment/2025	30 th April, 2025	31 st October, 2025	14
MCSL-217	MCA_NEW(I)/L-217/Assignment/2025	30 th April, 2025	31 st October, 2025	16

Important Notes

1. Submit your assignments to the Coordinator of your Study Centre on or before the due date.
2. Assignment submission before due dates is compulsory to become eligible for appearing in corresponding Term End Examinations. For further details, please refer to Programme Guide of MCA (2Yrs).
3. To become eligible for appearing the Term End Practical Examination for the lab courses, it is essential to fulfill the minimum attendance requirements as well as submission of assignments (on or before the due date). For further details, please refer to the Programme Guide of MCA (2yrs).
4. The viva voce is compulsory for the assignments. For any course, if a student submitted the assignment and not attended the viva-voce, then the assignment is treated as not successfully completed and would be marked as ZERO.

Course Code	:	MCS-214
Course Title	:	Professional Skills and Ethics
Assignment Number	:	MCA_NEW(I)/214/Assign/2025
Maximum Marks	:	100
Weightage	:	30%
Last date of Submission	:	30th April 2025 (for January session) 31st October 2025 (for July session)

This assignment has eight questions. Answer all questions. You may use illustrations and diagrams to enhance the explanations. Please go through the guidelines regarding assignments given in the Programme Guide for the format of presentation.

Q1:

Read the following passage and answer the questions given below: (10 X 2 = 20 Marks)

In today's interconnected world, technology is not just a tool; it is the foundation upon which modern communication and professional growth are built. The rise of digital platforms has revolutionized how we share information, collaborate, and make decisions. From instant messaging and video conferencing to collaborative software and cloud-based tools, technology bridges geographical gaps, enabling global teamwork and faster problem-solving.

Artificial Intelligence (AI) and automation are redefining workplace dynamics, creating a demand for adaptive soft skills like critical thinking, creativity, and emotional intelligence. Professionals now rely on virtual platforms to enhance productivity and efficiency, using tools such as project management software, digital calendars, and analytics dashboards.

However, the rise of technology also poses challenges. Over-reliance on digital communication can dilute interpersonal connections, and the fast-paced environment may lead to stress. Thus, striking a balance between leveraging technology and nurturing human interaction is essential for sustainable professional growth. Moreover, being tech-savvy is no longer a luxury but a necessity in virtually every industry. Staying updated with the latest trends, mastering new tools, and understanding the ethical implications of technological advancements are integral to a successful career in the modern era.

- i. What are some ways technology has revolutionized workplace communication?
- ii. Discuss the role of Artificial Intelligence in shaping the future of professional skills.
- iii. List three digital tools commonly used in professional environments and explain their significance.
- iv. How has technology contributed to global collaboration in modern workplaces?
- v. What challenges might arise from over-reliance on digital communication? Suggest solutions.
- vi. Explain the importance of balancing technology use with interpersonal skills. Provide examples.
- vii. Why is it essential to stay updated with technological advancements in your career?
- viii. Describe the ethical considerations that professionals must keep in mind while using technology.
- ix. How does technology enhance productivity, and what strategies can professionals use to manage tech-related stress?
- x. What soft skills complement technological expertise in achieving professional success?

Q2: Pick out words/phrases from the passage which have the following meanings. **(10 Marks)**

- i. connecting the world
- ii. transformed
- iii. career development
- iv. spreading knowledge
- v. groupware
- vi. corporate behaviour
- vii. global synergy
- viii. over-dependence
- ix. renewable / long lasting
- x. moral overtones

Q3: Put the verbs in brackets in their correct form. **(10 Marks)**

Last weekend, I _____ (past tense of "decide") to spend a day at the park. Early in the morning, I _____ (past tense of "pack") my bag with snacks, a book, and a frisbee. When I _____ (past tense of "reach") the park, I _____ (past tense of "find") a quiet spot under a tree. I _____ (past tense of "sit") down and _____ (past tense of "read") a few chapters of my book.

Later, I _____ (past tense of "meet") some friends who _____ (past tense of "bring") a picnic basket. We _____ (past tense of "play") frisbee for hours and _____ (past tense of "enjoy") the warm sunshine. It was a day full of fun and relaxation.

Q4: Write short notes on **any four** of the following: **(20 Marks)**

- i) Importance of communication skills in professional and personal settings.
- ii) Role of emotional intelligence in building effective relationships at work.
- iii) Time management skills contribute to productivity and success.
- iv) Significance of teamwork and collaboration in achieving organizational goals.
- v) Impact of problem-solving skills in decision-making processes.

Q5: You have seen *software testing engineer* job in a software company advertised online. Write a letter in about 200-250 words to the company applying for the job. Include relevant factors such as why you are interested in it, your qualifications, experience, what you are doing now and how you could contribute to the position. **(10 Marks)**

Q6: Read the advertisement below and write your Curriculum Vitae on the basis of it. **(10 Marks)**

Software Sales Executives (North)
For a
Leading Multinational Company

We are seeking enthusiastic and dynamic individuals, both male and female, to join our team as Sales Representatives for our Accounting Software. The role is based in Gurugram and involves managing sales operations across North India. While no prior experience is necessary, a working knowledge of accounting software is essential for this position.

We offer industry-leading remuneration, with a strong emphasis on performance-based rewards.

Apply to Mr.Rahul Sachdeva
Personal Executive
XYZ Co., Sector-17, Gurugram, Haryana

