



**MATS CENTRE FOR DISTANCE AND ONLINE EDUCATION  
(MCDOE)**

Arang Kharora Highway, Arang, Raipur – 493441

Toll Free: +91 8152029999/ +91 8152079999 Fax: +91 771 407899

Email - [odlp@matsuniversity.ac.in](mailto:odlp@matsuniversity.ac.in), [oladmission@matsuniversity.ac.in](mailto:oladmission@matsuniversity.ac.in), [odladmission@matsuniversity.ac.in](mailto:odladmission@matsuniversity.ac.in)

Web. - <https://matsodl.com/>

| <https://matsuniversityonline.com/>



**Assignment Work  
Session: July 2025-26**

**Max Marks – 30**

**Min Marks-12**

**Name of Programme: PGDCA\_I**

**Programme Code:**

**Name of Course: Computer Fundamentals**

**Course Code:**

**Name of Learner:**

**Enrollment Number:**

**Mobile Number:**

**Email ID:**

**Address:**

**Centre: MCDOE**

## **Instruction to Submit Assignment**

- All assignments should be completed and submitted at MCODE study centre before the due date.
- All the Assignment should be written by the learners, in some aspects print out of the assignment will also be accepted.
- The date of submission will be provided by the programme coordinator.
- The assignments constitute the continuous component of the evaluation process and have 30% weightage in the final grading. The students need to score minimum marks as per Examination Scheme of particular programme in the assignments of each course in order to clear the continuous evaluation component.
- Without submission of the assignment learners are not allowed to appear in the term end examination.
- Assignments should be brief, precise and in your own words. Please do not copy the answers from the study material.
- You may retain a copy of your assignment response to avoid any unforeseen situation.

**Attempt all questions. All questions carry equal marks. (5\*3)**

1. What is a computer? Write any three characteristics of a computer.
2. Define Hardware and Software with one example each.
3. What is an Operating System? Mention any two functions of an OS.
4. Differentiate between Input and Output Devices (any three points).
5. What is Memory? Explain Primary and Secondary Memory.

**Attempt all questions. All questions carry equal marks. (3\*5)**

1. Explain the block diagram of a computer system and describe the function of each unit (Input Unit, Output Unit, ALU, CU, Memory Unit).
2. What are Number Systems? Explain Binary, Decimal, Octal, and Hexadecimal systems with conversion examples.
3. Define Software. Explain the types of software: System Software, Application Software, Utility Software, and Programming Languages.