Course Code : MCS-214

Course Title : Professional Skills and Ethics Assignment Number : MCAOL(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?

		Software Sales Executives (North) For a					
Q6:	Rea	Read the advertisement below and write your Curriculum Vitae on the basis of it.					
Q5:	abo inte	bu have seen <i>software testing engineer</i> job in a software company advertised online. tut 200-250 words to the company applying for the job. Include relevant factors such the rested in it, your qualifications, experience, what you are doing now and how you composition.	h as why you are				
	v)	Impact of problem-solving skills in decision-making processes.					
	iv)	iv) Significance of teamwork and collaboration in achieving organizational goals.					
	iii)	Time management skills contribute to productivity and success.					
	ii)	Role of emotional intelligence in building effective relationships at work.					
	i)	Importance of communication skills in professional and personal settings.					
Q4:	Wr	ite short notes on any four of the following:	(20 Marks)				
	bas	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.					
	of '	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.					
Q3:	Put	the verbs in brackets in their correct form.	(10 Marks)				
	ii. iii. iv. v. vi. vii. viii.	connecting the world transformed career development spreading knowledge groupware corporate behaviour global synergy over-dependence renewable / long lasting moral overtones					
Q2:	Pic	k out words/phrases from the passage which have the following meanings.	(10 Marks)				

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 performancebased rewards.

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

Q7: Mark the stress in the following words:

(10 Marks)

i) attend attention

ii) believe belief

iii) assist assistance

iv) lovely loveliness

v) commerce commercial

Q8: Prepare a presentation *on any one* of the following:

(10 Marks)

- i) Artificial Intelligence in Education
- ii) About Applications of IoT in Agriculture
- iii) Cloud-Based Applications

The presentation must be about 20 slides.

MCS-214 SOLVED ASSIGNMENT 2025

Disclaimer/ Note: These Sample Answers/Solutions are prepared by Private Teacher/Tutors/Authors for the help and guidance of the student to get an idea of how he/she can answer the Questions given the Assignments. We do not claim 100% accuracy of these sample answers as these are based on the knowledge and capability of Private Teacher/Tutor. As these solutions and answers are prepared by the private teacher/tutor so the chances of error or mistake cannot be denied. Please consult your own Teacher/Tutor before you prepare a Particular Answer and for up-to-date and exact information, data and solution. Student should must read and refer the official study material provided by the university.

Q.1 - Read the following passage and answer the questions given below:

In today's interconnected career in the modern era.

i. What are some ways technology has revolutionized workplace communication?

ANS.- Technology has transformed workplace communication by making it faster, more efficient, and more accessible. Instant messaging platforms like Slack and Microsoft Teams enable real-time conversations, reducing delays in decision-making. Video conferencing tools such as Zoom and Google Meet facilitate face-to-face interactions, even across different time zones. Cloud-based collaboration software like Google Workspace and Microsoft 365 allows employees to work on shared documents simultaneously, promoting teamwork regardless of location. These advancements have eliminated geographical barriers, improving productivity and streamlining operations.

ii. Discuss the role of Artificial Intelligence in shaping the future of professional skills.

ANS.- Artificial Intelligence (AI) is reshaping professional skills by automating repetitive tasks and enhancing decision-making processes. Al-driven tools like chatbots, predictive analytics, and machine learning models help businesses optimize operations and improve efficiency. As AI takes over routine tasks, professionals must develop adaptive soft skills such as critical thinking, problem-solving, and emotional intelligence. Creativity and ethical reasoning are also becoming essential, as human intuition

and judgment remain crucial in AI-driven workplaces. AI is not replacing jobs entirely but transforming the skill sets required for success.

iii. List three digital tools commonly used in professional environments and explain their significance.

ANS.- List three digital tools -

- 1. **Project Management Software (e.g., Trello, Asana, Jira)** These tools help teams track tasks, set deadlines, and monitor project progress, ensuring efficiency and accountability.
- 2. **Digital Calendars (e.g., Google Calendar, Outlook Calendar)** They assist professionals in scheduling meetings, setting reminders, and managing time effectively.
- 3. **Data Analytics Dashboards (e.g., Google Analytics, Power BI, Tableau)** These platforms analyze large datasets, providing insights that aid in data-driven decision-making.

iv. How has technology contributed to global collaboration in modern workplaces?

ANS.- Technology has enabled global collaboration by breaking down geographical barriers. Cloud computing allows teams from different countries to access and edit documents in real time. Video conferencing and messaging apps facilitate seamless communication across time zones. Additionally, online collaboration platforms like Slack, Microsoft Teams, and Notion ensure that international teams stay connected and aligned on projects. These tools have made remote work more viable, allowing organizations to build diverse, global workforces.

v. What challenges might arise from over-reliance on digital communication? Suggest solutions.

ANS.- Over-reliance on digital communication can weaken interpersonal relationships, reduce face-to-face interactions, and lead to misunderstandings due to a lack of tone and body language cues. Additionally, constant connectivity may contribute to stress and burnout. Solutions include setting clear communication guidelines, promoting in-person or video interactions for critical discussions, and encouraging digital detox periods to maintain a healthy work-life balance.

vi. Explain the importance of balancing technology use with interpersonal skills. Provide examples.

ANS.- Balancing technology with interpersonal skills ensures meaningful human interactions and effective communication. For instance, while emails and instant messages are convenient, face-to-face meetings (physical or virtual) help build trust and strengthen relationships. Customer service professionals benefit from combining AI chatbots with empathetic human support. Additionally, leaders

must use technology for efficiency while fostering personal connections with their teams through direct conversations and mentorship.

vii. Why is it essential to stay updated with technological advancements in your career?

ANS.- Staying updated with technological advancements ensures relevance and competitiveness in the job market. Emerging tools and platforms constantly reshape industries, making continuous learning necessary for career growth. Professionals who embrace new technologies gain an advantage in efficiency, innovation, and problem-solving. For example, digital marketing professionals must keep up with changing algorithms and automation tools, while IT specialists need to stay informed about cybersecurity threats and software updates.

viii. Describe the ethical considerations that professionals must keep in mind while using technology.

ANS.- Professionals must consider privacy, data security, and fairness when using technology. Ethical concerns include protecting sensitive information, avoiding misuse of AI for biased decision-making, and ensuring transparency in digital interactions. For instance, companies handling customer data must follow strict security protocols and comply with regulations like GDPR. Additionally, responsible AI usage requires minimizing bias in algorithms to ensure fair treatment of all users.

ix. How does technology enhance productivity, and what strategies can professionals use to manage tech-related stress?

ANS.- Technology enhances productivity by automating tasks, improving communication, and providing real-time data insights. Tools like automation software, AI assistants, and cloud collaboration platforms streamline workflows and reduce manual effort. However, excessive screen time and digital overload can lead to stress. To manage tech-related stress, professionals can implement time management techniques such as the Pomodoro method, set boundaries on digital usage, take regular breaks, and engage in offline activities to maintain a healthy balance.

x. What soft skills complement technological expertise in achieving professional success?

ANS.- Soft skills such as communication, adaptability, problem-solving, and emotional intelligence complement technological expertise. Critical thinking helps professionals analyze and interpret data effectively, while creativity drives innovation in digital solutions. Strong interpersonal skills ensure smooth collaboration in tech-driven environments. For example, an IT specialist with excellent communication skills can effectively explain complex technical issues to non-technical team members, fostering better understanding and teamwork.

Q.2 -	Pick out words/phrases from the passage which have the
follow	ring meanings.
i. coni	necting the world

ANS.- interconnected world

ii. transformed

ANS.- revolutionized

iii. career development

ANS.- professional growth

iv. spreading knowledge

ANS.- share information

v. groupware

ANS.- collaborative software

vi. corporate behaviour

ANS.- workplace dynamics

vii. global synergy

ANS.- global teamwork

viii.over-dependence

ANS.- over-reliance

ix. renewable / long lasting

ANS.- sustainable

x. moral overtones

ANS.- ethical implications

Q.3	3 -	Put the	verbs in	brackets	in thei	r correct	form.
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Last weekend, I	(past tense of	"decide") to	o spend a day at
the park. Early in the moi	rning, I	_ (past tens	se of "pack") my
bag with snacks, a book,	and a frisbee.	When I	(past tense
of "reach") the park, I	(past te	nse of "find	") a quiet spot

under a tree. I	(past tense	e of "sit") dov	wn and	(past
tense of "read") a f	ew chapters of	my book.		
Later, I (pa	ist tense of "me	eet") some fr	iends who	
(past tense of "brin	g") a picnic bas	ket. We	(past ten	se of
"play") frisbee for h	nours and	(past ten	se of "enjoy")	the
warm sunshine. It v	vas a day full of	f fun and rela	xation.	

ANS.- Last weekend, I decided to spend a day at the park. Early in the morning, I packed my bag with snacks, a book, and a frisbee. When I reached the park, I found a quiet spot under a tree. I sat down and read a few chapters of my book.

Later, I **met** some friends who **brought** a picnic basket. We **played** frisbee for hours and **enjoyed** the warm sunshine. It was a day full of fun and relaxation.

Q.4 - Write short notes on any four of the following:

i) Importance of communication skills in professional and personal settings.

ANS.- Communication is the foundation of human interaction and plays a crucial role in both professional and personal settings. Effective communication skills help individuals express their thoughts clearly, build relationships, and resolve conflicts efficiently.

In professional settings, strong communication skills enhance teamwork, leadership, and productivity. Clear communication ensures that ideas and instructions are understood, reducing errors and misunderstandings. It also fosters a positive workplace culture where employees feel heard and valued. Good communication is essential in negotiations, client interactions, and presentations, making it a key factor in career growth and organizational success.

In personal settings, effective communication strengthens relationships with family, friends, and peers. It promotes understanding, emotional support, and trust. Active listening, empathy, and clarity in speech or writing prevent conflicts and improve connections. Whether in verbal or non-verbal forms, communication allows individuals to express emotions, share experiences, and build meaningful relationships.

Mastering communication skills improves self-confidence, problem-solving abilities, and social interactions, making it an essential skill for both personal fulfillment and professional success.

ii) Role of emotional intelligence in building effective relationships at work.

ANS.- Emotional Intelligence (EI) refers to the ability to understand, manage, and regulate emotions in oneself and others. It plays a vital role in workplace relationships, influencing teamwork, leadership, and overall work environment.

A high level of emotional intelligence enables employees to navigate workplace dynamics effectively. Self-awareness helps individuals recognize their emotions and reactions, allowing them to respond thoughtfully rather than impulsively. Self-regulation prevents unnecessary conflicts, as emotionally intelligent individuals remain calm under pressure and manage stress effectively.

Empathy, a core component of EI, enhances interpersonal relationships by fostering understanding and respect. Employees who can relate to their colleagues' emotions build stronger professional bonds, creating a more inclusive and supportive workplace. Leaders with high emotional intelligence inspire trust and motivate their teams, leading to better performance and job satisfaction.

Social skills, another aspect of EI, help individuals communicate effectively, resolve conflicts, and collaborate productively. A workplace with emotionally intelligent individuals tends to have a positive culture, reduced workplace tensions, and higher employee engagement.

By developing emotional intelligence, professionals can enhance teamwork, leadership abilities, and overall workplace harmony, making it a crucial skill for long-term career success.

iii) Time management skills contribute to productivity and success.

ANS.- Time management is the ability to plan, organize, and prioritize tasks efficiently to make the best use of available time. Strong time management skills contribute significantly to productivity and success in both personal and professional life.

Effective time management leads to higher efficiency by reducing procrastination and distractions. It enables individuals to set clear goals, allocate time for important tasks, and meet deadlines without stress. Professionals who manage their time well can handle multiple responsibilities, increasing their reliability and career prospects.

Prioritization is a key aspect of time management. By distinguishing between urgent and important tasks, individuals can focus on high-impact activities rather than wasting time on less significant ones. Techniques such as the Eisenhower Matrix, the Pomodoro Technique, and to-do lists help individuals structure their work efficiently.

Time management also plays a crucial role in reducing stress and maintaining a work-life balance. When tasks are organized effectively, individuals experience less anxiety about deadlines and have more time for personal activities, leading to improved well-being and job satisfaction.

In a business setting, organizations that promote time management skills among employees see increased productivity, cost savings, and improved team coordination. Employees who respect deadlines and work efficiently contribute to the company's overall success.

By mastering time management skills, individuals can achieve their goals faster, enhance their professional reputation, and create a structured approach to work and personal life.

iv) Significance of teamwork and collaboration in achieving organizational goals.

ANS.- Teamwork and collaboration are essential for any organization aiming to achieve its objectives efficiently. In today's dynamic business environment, collective efforts lead to innovation, problem-solving, and overall organizational success.

Teamwork allows individuals with diverse skills and expertise to come together and work towards common goals. When employees collaborate effectively, tasks are completed faster, creativity flourishes, and work quality improves. A team-oriented environment encourages knowledge sharing, helping individuals learn from each other's experiences.

Collaboration also enhances employee engagement and morale. When team members feel valued and supported, they develop a sense of belonging, which boosts motivation and job satisfaction. Strong teamwork leads to better communication, reducing misunderstandings and fostering a culture of trust and respect.

From an organizational perspective, companies that emphasize teamwork often have higher efficiency, better customer service, and stronger adaptability to challenges. Effective collaboration among departments ensures smooth operations, reducing redundancies and increasing overall productivity. Leadership plays a crucial role in fostering teamwork by promoting a culture of inclusivity, open communication, and mutual respect. By encouraging employees to work together, organizations can harness the collective strengths of their workforce and achieve long-term success.

In summary, teamwork and collaboration are the driving forces behind innovation, efficiency, and organizational growth. By working together, employees contribute their best efforts, leading to sustained business success.

Q.5 - 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.

ANS.- Rajkumar

Fatehabad, Haryana Mob: 8529719732

Email: rkjosankamboj@gmail.com

Date: To

The Hiring Manager

Hi-Tech Solution Pvt. Ltd.

Fatehabad, Haryana

Subject: Application for the Position of Software Testing Engineer

Dear Sir/Madam,

I am writing to express my interest in the Software Testing Engineer position at Hi-Tech Solution Pvt. Ltd., as advertised online. With a BCA degree from Kurukshetra University and hands-on experience in software development, I believe my skills align well with the requirements of this role.

Currently, I am working as a Software Engineer at Surya Tech Solution, where I have gained practical experience in software development and testing. My expertise includes manual and automated testing, bug tracking, and performance optimization. I am proficient in tools like Selenium, JIRA, and TestNG, which have helped me ensure software reliability and efficiency.

I am keen to join Hi-Tech Solution Pvt. Ltd. because of its reputation for delivering high-quality software solutions. I am confident that my analytical skills, problem-solving abilities, and commitment to quality will contribute significantly to your team's success. I am eager to bring my expertise in testing methodologies and collaborate with your development team to enhance product performance. I would welcome the opportunity to discuss how my skills and experience align with your requirements. Thank you for your time and consideration. I look forward to your response.

Sincerely,

Rajkumar

Q.6 - Read the advertisement below and write your Curriculum Vitae on the basis of it.

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

ANS.- Curriculum Vitae

Rajkumar

Fatehabad, Haryana Mob: 8529719732

Email: rkjosankamboj@gmail.com

Career Objective

A highly motivated and dynamic professional with a BCA degree from Kurukshetra University, currently working as a Software Engineer at Surya Tech Solution. Seeking a challenging role as a Software Sales Executive in a reputed multinational company to leverage my technical expertise and knowledge of accounting software in a sales-driven environment.

Educational Qualification

• Bachelor of Computer Applications (BCA) – Kurukshetra University, Haryana

Work Experience

- Software Engineer Surya Tech Solution
 - Developing and maintaining software applications
 - Working on software solutions for business automation
 - Assisting in technical support and troubleshooting

Technical Skills

- Proficient in software development and technical troubleshooting
- · Working knowledge of accounting software
- Familiar with CRM tools and sales management software

Key Strengths

- · Strong analytical and problem-solving skills
- Excellent communication and interpersonal abilities
- Ability to adapt and learn new technologies quickly

Languages Known

English, Hindi

Declaration

I hereby declare that all the information provided is true to the best of my knowledge.

Rajkumar

Date:

Place: Fatehabad, Haryana

Q.7 - Mark the stress in the following words:

i) attend attention

ii) believe belief

iii) assist assistance

iv) lovely loveliness

v) commerce commercial

ANS.- i) attend \rightarrow attention

- ii) believe → belief
- iii) assist → assistance
- iv) **love**ly → **love**liness
- v) **com**merce → com**mer**cial

Q.8 - Prepare a presentation on any one of the following:

i) Artificial Intelligence in Education

The presentation must be about 20 slides.

ANS.-





















