

CHUKA



UNIVERSITY

UNIVERSITY EXAMINATIONS

FIRST YEAR EXAMINATION FOR THE AWARD OF DIPLOMA IN BUSINESS IN BUSINESS MANAGEMENT, DIPLOMA IN PROCUREMENT AND LOGISTICS MANAGEMENT

DIBM 0103: COMPUTER APPLICATIONS IN BUSINESS

STREAMS: DPLM, DIBM

TIME: 2 HOURS

DAY/DATE: MONDAY 4/12/2017

2.30 P.M – 4.30 P.M

INSTRUCTIONS:

- Answer question **ONE** and **TWO** other questions
- Do not write anything on the question paper
- This is a **closed book exam**, No reference materials are allowed in the examination room
- There will be **NO** use of mobile phones or any other unauthorized materials
- Write your answers legibly and use your time wisely.
- Marks are awarded for clear and concise answers.

QUESTION ONE (30 Marks)

- a. Define the following terms as applied in computer systems (6 marks)
 - i. Hardware
 - ii. Operating system
 - iii. Graphical user interface
- b. Agnes is a business professional at a Sacco. She notices that her colleagues are always complaining that their computers are not working properly. The departmental head summons and asks her to develop guidelines for care of computers and circulate it to her colleagues. Suggest some of the rules that Agnes would develop. (4Marks)
- c. List ONE example of each of the following types of software. (2 Marks)
 - i. Word processors

- ii. Spreadsheets
- d. While giving examples where necessary, distinguish between each of the following:
 - i. System Software and Application Software (4 Marks)
 - ii. Primary Memory and Secondary Memory (4 Marks)
 - iii. Data and Information (4 Marks)
- e. State two advantages of using a database in an organization (2 Marks)
- f. Using relevant examples differentiate between wired and wireless communications media. (4 marks)

SECTION B (Answer any TWO questions)

QUESTION TWO (20 Marks)

- a.) Computers have had a revolutionary impact on industry and commerce, healthcare, government institutions, telecommunications industry and education and research. Describe the application of computers in each of these FIVE areas. (10 Marks)
- b.) Explain the function of the operating systems in a computer (10 Marks)

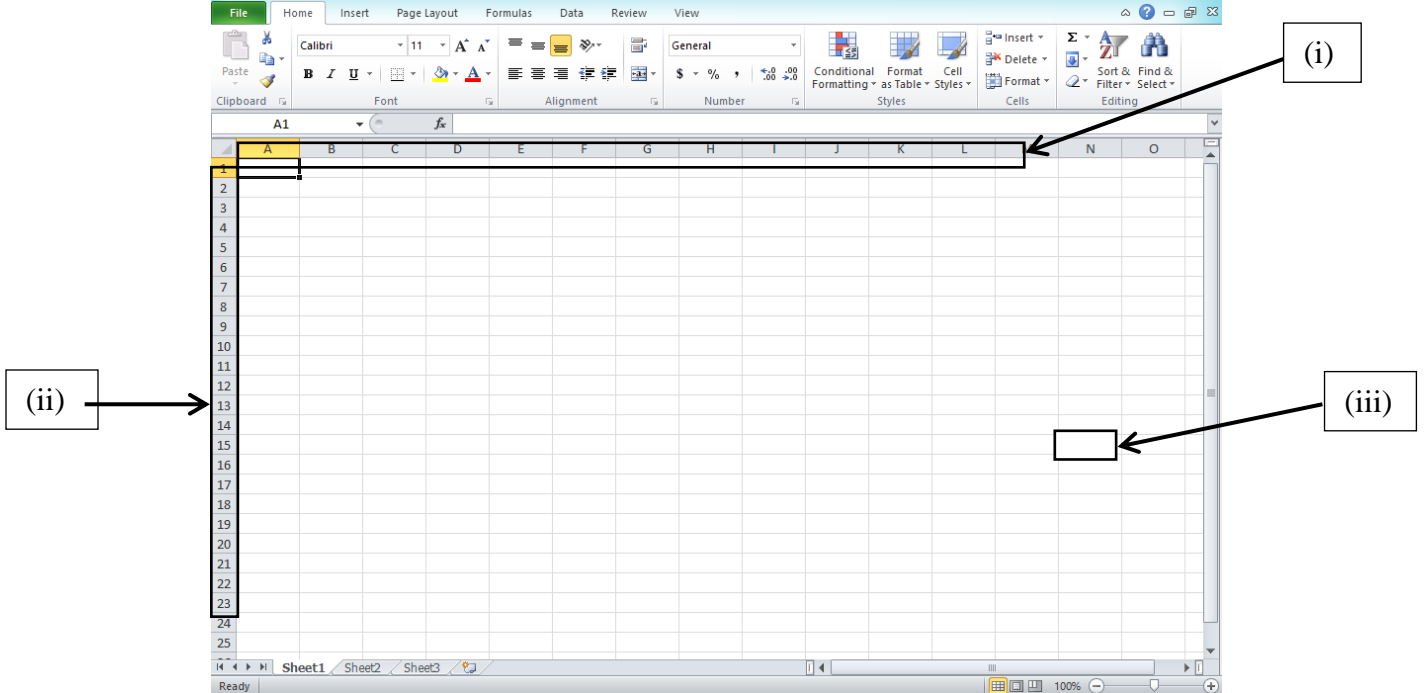
QUESTION THREE (20 Marks)

- a. Explain the difference between LAN, MAN and WAN types of networks (6 Marks)
- b. Explain FOUR advantages of using the internet (4 Marks)
- c. Explain the mechanisms that an organization can put in place to achieve data security (10 Marks)

QUESTION FOUR (20 Marks)

- a. Explain the difference between the following features of spreadsheets. (6 Marks)
 - i. Relative Reference and Absolute Reference
 - ii. Sort and Filter
 - iii. Worksheet and Workbook
- b. Discuss the application of spreadsheets in business organizations (6 Marks)

c. Study the spreadsheet below and answer the questions that follow.



- i. Identify the parts (i), (ii) and (iii) above. (3 Marks)
- ii. Suppose 58, 25, 13 is entered on cells A1, A2, and A3 respectively. Write down the function that would appear on cell A4 to perform each of the following arithmetic operations:
 - a. Addition (2 Marks)
 - b. Mean (3 Marks)

QUESTION FIVE (20 Marks)

- a.) Computers can be classified according to size, speed and purpose. Discuss types of computers classified according to size. (10 Marks)
- b.) List and explain the features of the word screen (8marks)
- c.) List ONE example of each of the following parts of a computer: (2 Marks)
 - i. Input Device
 - ii. Output Device