



Scott Christian UNIVERSITY

SCHOOL OF PROFESSIONAL STUDIES

BACHELOR OF BUSINESS ADMINISTRATION/BACHELOR OF BUSINESS INFORMATION TECHNOLOGY/ BACHELOR OF HOSPITALITY AND TOURISM

UNIT CODE/NAME: BBA 105/ BBIT 114/ BHT 113: COMPUTER STUDIES

September- December 2019/2020 End Semester Exam - Time: 2 Hours

Instructions: Answer Question ONE (Compulsory) and any other TWO questions.

QUESTION ONE

- a) Define the following terms: (5 Marks)
- i) Computer
 - ii) Data
 - iii) Information
 - iv) Software
 - v) Hardware
- b) Companies use ICT systems because of the benefits that they provide. Giving examples, discuss how the use of ICT systems can result in each of the following benefits to a Printing firm.
- i) Reduction in costs
 - ii) Increased speed of operation
 - iii) Increased business opportunities (3 Marks)
- c) Describe eight security challenges associated with Internet usage and identify the preventive measures that can be adopted to counter the challenges. (6 Marks)
- d) Assuming that you wish to acquire a desktop computer for organization, highlight four key specifications of the computer that you MUST consider and specify the units of measurement used to determine the specification. (6 Marks)
- e) As a student in Scott Christian University, identify three areas in which you can utilize MS Power point and describe how it will be utilized. (3 Marks)
- f) What is a web browser? Give three examples of common web browsers. (5 Marks)
- g) Differentiate between editing and formatting text in MS Word. (2 Marks)

QUESTION TWO

- a) Differentiate between the following software types
- i) Operating system and service programs. (2 Marks)
 - ii) System software and application software. (2 Marks)

- iii) Ready-made software and tailor made software
b) Consider the following data in an Excel extract below.

(2 Marks)

	A	B	C	D	E	F	G	H	I
1	SCOTT CHRISTIAN UNIVERSITY BBIT RESULTS								
2	ADM.NO	NAME	BBIT 101	BBIT 102	BBIT 103	TOTAL	AVERAGE	GRADE	
3	BB/001/18	Joseph	78	35	85				
4	BB/002/18	Jean	59	65	80				
5	BB/003/18	Jane	65	69	32				
6	BB/004/18	John	57	88	68				
7									
8									

Using a function, write a formula that can be used to obtain:

- The total marks for Jane. (2 Marks)
- The average score for Joseph. (2 Marks)
- The grade of John, considering grade is obtained from the average and the grading system is less than 40 is a "Fail", 40 – 54 is a "Pass", 55 – 69 is a "Credit", and 70 and above is a "Distinction". (3 Marks)
- The number of students who have failed in BBIT 102 if the grading system in (iii) above is used. (2 Marks)

QUESTION THREE

- Computers have characteristics that distinguish them from human beings. Briefly explain any five of those characteristics. (5 Marks)
- What is the role of the following key board shortcuts? (6 Marks)
 - CTRL + A
 - CTRL + C
 - CTRL + X
 - CTRL + Z
 - CTRL + V
 - CTRL + P
- Computers may be categorized based on size, price and capabilities. Briefly discuss any four of those categories. (4 Marks)

QUESTION FOUR

- Discuss four data processing methods that can be applied in Computing. (4 Marks)
- A company is replacing the personal computers used by its employees. Each employee has been offered the choice of a laptop or a desktop computer. Describe four advantages to an employee of choosing a laptop over a desktop. (4 Marks)
- Describe any four alignments available in MS word. (4 Marks)
- Highlight the procedure of inserting a page border to a Word document. (3 Marks)

QUESTION FIVE

- Discuss the five generations of computers clearly indicating the distinct features. (5 Marks)
- What is an Operating system? (2 Marks)
 - Explain any six functions of the operating system (6 Marks)
- Differentiate between downloading and uploading (2 Marks)