

CHUKA



UNIVERSITY

UNIVERSITY EXAMINATIONS

**EXAMINATION FOR THE AWARD OF DEGREE OF BACHELOR OF
PURCHASING AND SUPPLIES MANAGEMENT**

COSC 103: INTRODUCTION TO COMPUTER APPLICATIONS

STREAMS: BPSM Y1S1 (ODEL)

TIME: 2 HOURS

DAY/DATE: TUESDAY 05/10/2021

11.30 A.M – 1.30 P.M.

INSTRUCTIONS:

- Answer Question **ONE** and any other **TWO** questions from section B.
- This is a **closed book exam**, No reference materials are allowed in the examination room
- Write your answers legibly and use your time wisely

SECTION A-COMPULSORY

QUESTION ONE (30 MARKS)

- (a) Outline **THREE** uses of Internet in a learning institution **[6 marks]**
- (b) Explain **three** measures one should take to prevent a computer from being infected with viruses. **[6 marks]**
- (c) Citing **two** examples describe utility programs. **[3 marks]**
- (d) Work out the following conversions;
- i) 110110101_2 to decimal equivalent **[3marks]**
- ii) 55_{10} to octal equivalent **[2 marks]**
- (e) Mr. Paul was working on a database file, after closing Ms Access application; he realized that he had forgotten where he saved his work. Suppose he asks you for assistance, what advise on the **TWO** procedures that he would use to find the file? **[3 marks]**
- (f) Define a file; hence list **TWO** characteristics of a random file. **[3 marks]**

(g) The table below shows a mark sheet for a History class at Jubilee School.

	A	B	C	D	E
	Name	CAT1 /25	CAT 2 /25	EXAM /50	SCORE /100
1	Kiongo	22	12	40	
2	Odour	18	15	38	
3	Wangui	20	20	20	
4	Mutua	14	17	30	

Use the information above to answer the questions below.

- ii) Write a formula in Ms-Excel that would calculate the total score for Oduor. [2 marks]
- iii) Write a formula in Ms-Excel that would compute the mean score in EXAM. [2 marks]

SECTION B: ANSWER ANY TWO QUESTIONS

QUESTION TWO (20 MARKS)

- (a) Define the term computer program, hence name two compiling systems available in the market [4 marks]
- (b) Why should one be prompted to log onto a database before use [2 marks]
- (c) How computers are basically classified? Explain FIVE types of computers, mentioning where each type is classified. [10 marks]
- (d) Differentiate between the following terms:
 - i) Client and server [2 marks]
 - ii) Hard-copy and Soft-copy [2 marks]

QUESTION THREE (20 MARKS)

- (a) Give two procedures on how to start Ms excel application [4 marks]
- (b) Briefly describe four types of printers used for business and home. [8 marks]
- (c) Suppose you want to make a portion of the text in Ms Word document Italic, outline procedure you would follow to accomplish this. [2 marks]
- (d) Give an explanation of SIX functions of an operating system in a computer system. [6 marks]

QUESTION FOUR (20 MARKS)

- (a) Differentiate between the terms data and database [4 marks]
- (b) Explain FOUR advantages of databases to businesses [8 marks]
- (c) Windows operating system creates an interactive environment called Desktop based on icons and list of commands. State any two and explain the function for each [4 marks]
- (d) Distinguish between spreadsheet and word processing software [4 marks]

QUESTION FIVE (20 MARKS)

- (a) Explain FOUR important characteristics of a computer **[8 marks]**
- (b) How would you retrieve a saved document in the compact disk **[2 marks]**
- (c) Outline the difference between
- i. System software and application software **[2 mark]**
 - ii. Bit and byte **[2 mark]**
- (d) Draw a block diagram to illustrate the basic organization of a computer system and explain the functions of the various units **[6 marks]**
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