



UNIVERSITY EXAMINATIONS

RESIT/SPECIAL EXAMINATIONS FOR THE AWARD OF DIPLOMA IN BUSINESS MANAGEMENT, DIPLOMA IN PROCUREMENT AND LOGISTICS MANAGEMENT, DIPLOMA IN ACCOUNTING

DIBM 0103: COMPUTER APPLICATIONS IN BUSINESS

STREAMS: DIBM Y1S2, DPLM Y1S2, DIAC Y1S1

TIME: 2 HOURS

DAY/DATE:.....

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.

SECTION A (Answer ALL questions in this section)

QUESTION ONE (30 Marks)

- a. Distinguish between each of the following terms: (6 marks)
 - i. System Software and Application Software
 - ii. RAM and ROM
 - iii. Data and Information
- b. State and explain **THREE** classifications of networks according to geographical coverage (6 Marks)
- c. Explain the steps one takes to start up and use a computer (4 Marks)
- d. List **ONE** example of each of the following parts of a computer (2 Marks)
 - i. Output Device
 - ii. Input Device

- e. Explain the function of each of the following components: (4 Marks)
- i. Motherboard
 - ii. CPU
 - iii. Memory
 - iv. Expansion Card
- f. Explain the difference between formatting and proof reading a document as used in word processing applications (4 Marks)
- g. List any FOUR mouse actions used in operating a computer (4 Marks)

SECTION B (Answer any TWO questions)

QUESTION TWO (20 Marks)

- a. Computers play a major role in our daily lives. Discuss FIVE major applications of computers in society today. (10 marks)
- b. Discuss FOUR types of computers classified according to size. (8 Marks)
- c. Explain the term alignment as used in MS-Word (2 marks)

QUESTION THREE (20 Marks)

- a. Browsing/surfing refers to the process of accessing Internet resources. Explain three ways of browsing/surfing. (3 Marks)
- b. Explain any SIX main uses of the Internet. (6 Marks)
- c. Define each of the following terms as used in internet (3 Marks)
- i. Spam
 - ii. Password
 - iii. Hacking
- d. State and briefly describe any FOUR elements of an e-mail message (8 Marks)

QUESTION FOUR (20 Marks)

- a. Describe FOUR major functions of operating systems (8 Marks)
- b. List THREE examples of search engines (3 Marks)
- c. List THREE examples of browsers. (3 Marks)
- d. Using well-labelled diagrams, discuss THREE network topologies (6 Marks)

QUESTION FIVE (20 MARKS)

- a. You have been hired and instructed to come up with computer care and maintenance policy for the company. Outline SIX key contents of your policy. (6 Marks)
- b. Spam are unwanted and unsolicited emails. Briefly explain FOUR ways of preventing spam. (4 Marks)
- c. State and explain THREE types of Computer Security (6 Marks)
- d. List FOUR main database models (4 Marks)