



MACHAKOS UNIVERSITY COLLEGE
(A Constituent College of Kenyatta University)
University Examinations 2013/2014

SCHOOL OF BUSINESS AND ECONOMICS

DEPARTMENT OF ACCOUNTING AND SECRETARIAL

Examination Diploma and Craft 1 in Secretarial

INFORMATION COMMUNICATION TECHNOLOGY (ICT)

Date: 25/7/2014

Time: 2Hours

INSTRUCTIONS

Answer **ALL** the Questions

- .1. a) Define the following terms as used in ICT
 - (i) Directory
 - (ii) File
 - (iii) Bit
 - (iv) Byte (8 marks)
- b) State two advantages and disadvantages of the following types of storage media.
 - (i) Hard Disk
 - (ii) Compact Disk
 - (iii) Flash Memory Card (12 marks)
2. a) Highlight FIVE causes of data loss in computers. (10 marks)
- b) Outline FIVE functions of an antivirus. (10 marks)
3. Explain FIVE types of information systems. (10 marks)
4. a) Discuss FIVE types of Network. (10 marks)
- b) Identify one type of topology and state its advantages and disadvantages. (10 marks)