



MACHAKOS UNIVERSITY

University Examinations 2021/2022

SCHOOL OF ENGINEERING TECHNOLOGY

DEPARTMENT OF INFORMATION COMMUNICATION TECHNOLOGY

FIRST YEAR FIRST TERM EXAMINATION FOR

CRAFT CERTIFICATE IN SUPPLY AND CHAIN MANAGEMENT

CRAFT CERTIFICATE IN HUMAN RESOURCE MANAGEMENT

CRAFT CERTIFICATE IN SALES AND MANAGEMENT

CRAFT CERTIFICATE IN BUSINESS MANAGEMENT

INFORMATION COMMUNICATION TECHNOLOGY

DATE:

TIME:

INSTRUCTIONS TO THE CANDIDATES:

1. You should have the following for this examination:-
 - Answer booklet
2. Attempt all the questions.
3. All the questions carry twenty marks

This paper consists of three printed pages

Candidates should check the question paper to ensure that all the pages are printed as indicated and that no questions are missing

QUESTION ONE

- a) Outline four security concerns that personal computer users face in organizations. (4 marks)
- b) Outline four application of the internet. (4 marks)
- c) State two major classifications of computer software. (2 marks)

- d) Draw a block diagram of a digital computer system. (5 marks)

QUESTION TWO

- a) With the aid of a diagram, explain the procedures and steps for data processing cycle as used in computing. (5 marks)
- b) Define the term computer as used in ICT. (2 marks)
- c) Explain the following types of data in spreadsheets.
- i. Labels (2 marks)
 - ii. Value (2 marks)
 - iii. Functions (2 marks)
 - iv. Formulae (2 marks)

QUESTION THREE

- a) Assuming a windows operating system, outline the procedure for creating a folder named “Your name” on the desktop. (5 marks)
- b) State the function of each of the following keyboard keys.
- i. Numlock (2 marks)
 - ii. Delete (2 marks)
 - iii. Backspace (2 marks)
 - iv. Spacebar (2 marks)
 - v. Enter key (2 marks)

QUESTION FOUR

- a) Discuss one procedure for creating tables in word processing. (4 marks)
- b) List four computer output devices. (4 marks)
- c) State two ways in which computer technology may be used to control access into the store of an organization. (2 marks)
- d) State five functions of computer operating system. (5 marks)

QUESTION FIVE

- a) With the aid of well labelled diagrams, discuss three types of network topologies as used in computer networks. (6 marks)
- b) State three advantages of using a computerized database. (3 marks)
- c) Define the following terms as used in computing.
- i. Program (2 marks)
 - ii. Ergonomics (2 marks)
 - iii. Biometrics (2 marks)