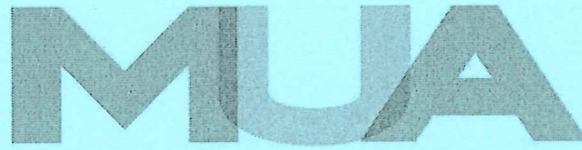


The
Management
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UNDERGRADUATE UNIVERSITY EXAMINATIONS

SCHOOL OF MANAGEMENT AND LEADERSHIP

BACHELOR OF ARTS IN DEVELOPMENT STUDIES

BDS 108_BCM 113: COMPUTER APPLICATION/ COMPUTER STUDIES

DATE: 18th july 2022

DURATION: 2 HOURS

MAXIMUM MARKS: 70

INSTRUCTIONS:

1. Write your registration number on the answer booklet.
2. DO NOT write on this question paper.
3. This paper contains SIX (6) questions.
4. Question ONE is compulsory.
5. Answer any other THREE questions.
6. Question ONE carries 25 MARKS and the rest carry 15 MARKS each.
7. Write all your answers in the Examination answer booklet provided.

QUESTION ONE

Read the Case Study below carefully and answer the questions that follow:

Through time, computers have evolutionized. They have affected the world around us in many different ways. Computers have been integrated into the government and have become part of our everyday life. Computers have gone as far as being part of our culture. The evolution of computers have altered our lives a great deal; it affects our government and the way we work and learn. The improvement of computers can be classified into three generations of computers. The first generation of computers (from 1937 to 1946) were built primarily for the military and were only able to perform one task with no operation system.

The second generation of computers (from 1947 to 1962) were much improved. They had over 100 different programming languages, they...show more content... Computers are currently used in a majority of jobs and in society including, but not limited to, agriculture, architecture, art, commerce and global trade, communication, education, governance, law, music, politics, science, transportation, and writing. There are very few workplaces that do not use computers because computers are used for a vast array of things like organization, storage, retrieval of large amounts of information such as library catalogs or bank records, communication, and so much more (McIver 2002). They have ended some jobs, like information technology rooms, but it has also created some, like and IT specialist (Boston.com 2013).

Computers have also had an impact on education. As time goes on they are becoming part of the classroom more and more and grant access to so much information that could be used. Due to computers and things similar to computers, students are being taught how to apply their knowledge instead of just gaining knowledge (Lowe n.d). Individuals with computers can do more than ever before and are able to be more independent, but this independence also causes people to worry about how much independence it gives people and how it contributes to being anti-social instead of living life to the fullest (McIver 2014)

Required:

- a) Explain the following terms as applied in computer systems: **[4marks]**
- i. Computer
 - ii. Computer network
 - iii. Software
 - iv. Data
 - v. Computer Hardware
- b) Describe why a word processing application is important to an organization and state any two word processing software application you would recommend for use. **(8 marks)**
- c) Using appropriate examples differentiate between Off-shelf software and Tailor-made software. **(4 marks)**
- d) Using a diagram, describe the Major parts, icons and tools found on a word application window **(5marks)**
- e) Explain how secondary storage such as a hard disk complements the main memory of the computer. **(4 marks)**

QUESTION TWO

- a) Distinguish between the following pairs of terms as used in computing
- i. RAM and ROM. **(2 Marks)**
 - ii. System software and application software. **(2 Marks)**
 - iii. Soft copy and Hard copy. **(2 Marks)**
- b) Outline Four main characteristics of the fourth generation computers. **(4Marks)**
- c) Explain three requirements needed to connect to email. **(5 Marks)**

QUESTION THREE

- a) Outline how you would perform the following **(6 marks)**
- i. Italicize typed text.
 - ii. Centre align your text.
- Saving your word document for the first time.
- b) Distinguish between the following software applications categories**(4 marks)**
- i. Software suite and integrated software.

- ii. Database and accounting software.
- c) Discuss the use of application software's in computers in performing various operations. You must show one advantage of using this application in operations you will state as compared to manual operations. (5marks)

QUESTION FOUR

- a) A computer as a collection of machines may be defined by the composition of its parts. Using a diagram, explain these various parts of the computer. (8 marks)
- b) Explain the difference between application software and System software. (4 marks)
- c) List Three services provided by a Local Area Network. (3marks)

QUESTION FIVE

- a) Explain FIVE benefits of the Internet. (10 marks)
- b) State FIVE things to avoid when working on a computer. (5 marks)

QUESTION SIX

- a) Explain any Three factors that are considered when classifying computers (6 Marks)
- b) Differentiate between mainframes and microcomputers using any FOUR key features. (9 Marks)