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**GARISSA UNIVERSITY**

**UNIVERSITY EXAMINATION 2017/2018 ACADEMIC YEAR ONE**

**THIRD SEMESTER EXAMINATION**

**SCHOOL OF BUSINESS AND ECONOMICS**

**FOR THE DEGREE OF BACHELOR OF BUSINESS MANAGEMENT**

**COURSE CODE: BBM 101**

**COURSE TITLE: INTRODUCTION TO COMPUTERS**

**EXAMINATION DURATION: 3 HOURS**

**DATE: 06/08/18 TIME: 09.00-12.00 PM**

**INSTRUCTION TO CANDIDATES**

* **The examination has SIX (5) questions**
* **Question ONE (1) is COMPULSORY**
* **Choose any other THREE (3) questions from the remaining FIVE (5) questions**
* **Use sketch diagrams to illustrate your answer whenever necessary**
* **Do not carry mobile phones or any other written materials in examination room**
* **Do not write on this paper**

**This paper consists of THREE (3) printed pages *please turn over***

**QUESTION ONE (COMPULSORY)**

1. The computer is made up of three parts, which are contained in the CPU, briefly explain them **[6 marks]**
2. Differentiate between batch processing and real time processing **[5 marks]**
3. Outline one advantage and one disadvantage of automatic processing **[2 marks]**
4. Explain two areas where computers are applied in the insurance business **[2 marks]**
5. Differentiate between application software from tailor made software **[6 marks]**

**QUESTION TWO**

1. Define the term Internet and give a brief account of how the internet has evolved **[5 marks]**
2. Differentiate data from information. **[2 marks]**
3. What are the basic operations of a computer **[3 marks]**
4. Give two uses of the internet.  **[2 marks]**
5. What is an internet blog? List two types of blogs. **[3 marks]**

**QUESTION THREE**

1. Define a computer virus. **[2 marks]**
2. Explain two threats to data and information.  **[4 marks]**
3. What is backing up in a computer and why is it important. **[4 marks]**
4. What reasons may lead to computer fraud. **[2 marks]**
5. Give two uses of computer in medicine and healthcare. **[3 marks]**

**QUESTION FOUR**

1. Explain the measures you would take to protect computer virus attacks **[6 marks]**
2. Explain the difference between OCL and MICR as used in computer systems **[2 marks]**
3. Give two advantages and two disadvantages of using a word processor over a typewriter **[4 marks]**
4. Explain three types of data communication options. **[3 marks]**

**QUESTION FIVE**

1. State four advantages of using a word processor over a typewriter **[4 marks]**
2. Computers cannot work without an operating system. Outline four functions of an operating system to justify this statement **[4 marks]**
3. Explain the difference between type over and insert mode in processing **[5 marks]**
4. Give two advantages of using a magnetic disk as a computer storage medium **[2 marks]**

**QUESTION SIX**

1. State four advantages of an electronic spreadsheet over manual spreadsheets **[4 marks]**
2. Explain three components of a spreadsheet **[4 marks]**
3. What is forecasting? How can a spreadsheet help a person to do this **[4 marks]**
4. State three data types acceptable to spreadsheets and explain each of them **[3 marks]**