****

**GARISSA UNIVERSITY**

**UNIVERSITY EXAMINATION 2020/2021 ACADEMIC YEAR ONE**

**SECOND SEMESTER EXAMINATION**

**SCHOOL OF SCHOOL OF ARTS AND SOCIAL SCIENCES**

**FOR THE DIPLOMA IN PUBLIC ADMINISTRATION**

**COURSE CODE: DPA 16**

**COURSE TITLE: COMPUTER LITERACY SKILLS**

**EXAMINATION DURATION: 2 HOURS**

**DATE: 19/08/2021 TIME: 12.00-2.00 PM**

**INSTRUCTION TO CANDIDATES**

* **The examination has FIVE (5) questions**
* **Question ONE (1) is COMPULSORY**
* **Choose any other TWO (2) questions from the remaining FOUR (4) 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 TWO (2) printed pages *please turn over***

**QUESTION ONE (COMPULSORY)**

1. Define the following terms.
2. Computer (1 mark)
3. Computer system **(1 mark)**
4. Name the THREE types of operating system that is classified under according to interfaces (3 marks)
5. Highlight any FIVE characteristics of computer main memory (5 marks)
6. Write the following acronyms in full
7. RAM
8. ROM
9. PROM
10. EPROM
11. EEPROM (5 marks)
12. Outline any FIVE functions of a computer system (5 marks)
13. State THREE advantages and THREE disadvantages of using Computers (6 marks)
14. Mention any FOUR features of the Second Generation of computing history (4 marks)

**QUESTION TWO**

1. State FOUR Characteristics of non-impact Printers (4 marks)
2. Differentiate between database and database management system (2 marks)
3. Differentiate between the following data processing methods
4. Manual data processing
5. Mechanical data processing
6. Batch data processing (6 marks)
7. State any TWO data input devices (2 marks)
8. Differentiate between Static RAM and Dynamic RAM (4 marks)
9. State any TWO data output devices (2 marks)

**QUESTION THREE**

1. Outline the Resources that are under operating systems control (5 marks)
2. Name any THREE advantages of database management system (3 marks)
3. Briefly describe the following types of Operating System
4. Single program operating system
5. Multi-tasking operating system
6. Single user operating system
7. Multi user operating system (8 marks)
8. Differentiate between Data and Information (2 marks)
9. Explain the following the terms, giving an example each
10. Hardware
11. Software (2 marks)

**QUESTION FOUR**

1. Outline the Functions of an operating system? (7 marks)
2. State the THREE main Classifications of Computers (3 marks)
3. Mention the application of Database Management System in the following areas.
4. Airlines
5. Telecom
6. Universities
7. Sales
8. Banking (5 marks)
9. State Factors to consider when choosing an operating system (5 marks)

**QUESTION FIVE**

1. Define the term Computer System, hence state the THREE major components that made up of computer system (4 marks)
2. Highlight any THREE advantages of using mouse as an input device (3 marks)
3. Explain any FIVE differences between Primary memory and Secondary Memory (10 marks)
4. Name the THREE functional unit that made up of Central Processing Unit (3 marks)