BOTSWANA COLLEGE OF DISTANCE AND OPEN LEARNING

DIPLOMA IN BUSINESS MANAGEMENT

DIPLOMA IN HUMAN RESOURCE MANAGEMENT

BASIC COMPUTING SKILLS

CS 112

SPECIAL EXAMINATION

Marks 100

Duration – 3hrs

Instructions:

1. This examination consists of **Three** sections: A, B and C

2. Begin each answer to a new question on a new page

3. Answer all the questions according to instructions given in each section

4. Write answers in the answer booklet provided

5. Write in grammatical English

Section A: Multiple choice questions. [10 Marks]

Choose the correct answer. Write down the question number and the correct letter next to it.

1. CD-ROM stands for _____.

    A. Compact Data Read Only Memory

    B. Compact Disk Read Only Memory

    C. Compactable Read Only Memory

    D. Compactable Disk Read Only Memory

2. The computer size was very large in _____.

    A. First Generation

    B. Second Generation

    C. Third Generation

    D. Fourth Generation

3. UNIVAC is _____.

    A. Universal Automatic Computer

    B. Unique Automatic Computer

    C. Universal Array Computer

    D. Unvalued Automatic Computer

4. How many generations of computers we have?

   A. 6

   B. 7

   C. 5

   D. 4

5. _____ controls the way in which the computer system functions and provides a means by which users can interact with the computer.

   A. The operating system

   B. The motherboard

   C. The platform

   D. Application software

6. Which one of the following is not an Operating System?

   A. Windows

   B. OS2

   C. Word Perfect

   D. Linux

7. The ascending order of a data hierarchy is _____.

   A. Bit, byte, field, record, file, database

   B. Bite, byte, record, field, file, database

   C. Byte, bit, field, record, file, database

   D. Byte, bit, record, field, file, database

8. What are symbol used to identify items in a list?

   A. Icons

   B. Markers

   C. Graphics

   D. Bullets

9. Data going into the computer is called?
   A. Output

   B. Input

   C. Algorithm

   D. Calculations

10. The first generation computers used _____ for circuitry.

    A. Transistors

    B. Integrated Circuits

    C. Large Scale Integration

    D. Vacuum tubes

11. Which of the following is an example of a binary number?

    A. W1BFD3

    B. 45364

    C. 05546

    D. 100101

12. What is e-commerce?

   A. Buying and selling international goods

   B. Buying and selling products and services not found in stores

   C. Buying and selling products and services over the Internet

   D. Buying and selling computer products

13. The process of transferring files from your computer to the Internet is called?

   A. Downloading

   B. Uploading

   C. FTP

   D. Forwarding

14. A person who gains unauthorized access to a computer network for profit, criminal mischief or personal pleasure is _____.

   A. Hacker

   B. Cracker

   C. Programmer

   D. None of these

15. Unix is a _____.

   A. Database program

   B. Application program

   C. Operating system

   D. None of these

16. The way that computers manipulate data into information is referred to as

_____.

   A. programming

   B. processing

   C. storing

   D. organizing

17. What does LAN stand for?

   A: Latency around Network

   B: Leased Area Network

   C: Last Affordable Network

   D: Local Area Network

18. 1 megabyte (Mb) equal to _____.

   A. 220 bytes

   B. 1 kilo KB

   C. Both 'A' and 'B'

   D. 1024 kilobytes

19. An output device that uses words or messages recorded on a magnetic medium to produce audio response is _____.

   A. Voice response unit

   B. Voice recognition unit

   C. Magnetic tape

   D. Voice band

20. Printed copy is often called _____ .

    A. Soft copy
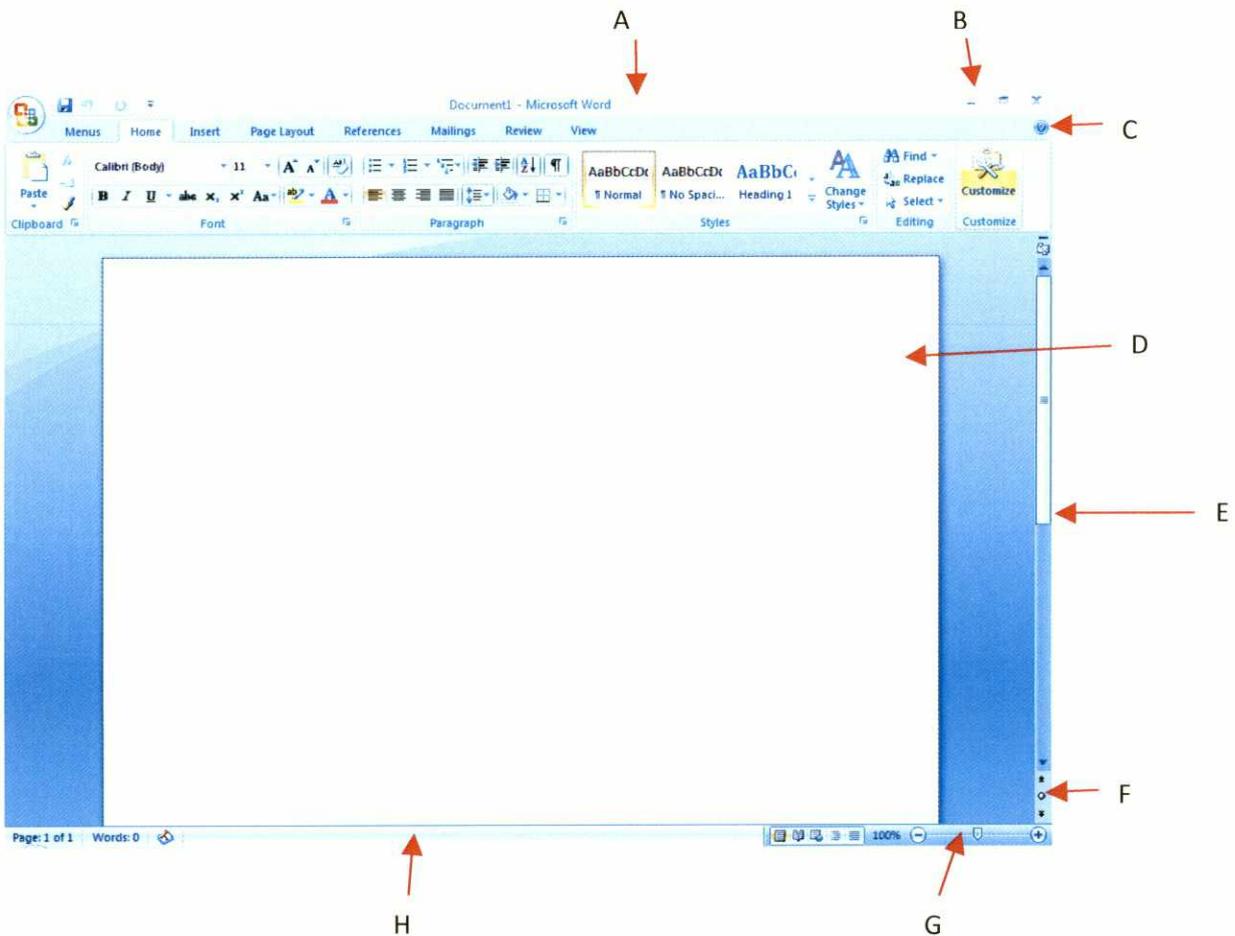
    B. Blank copy

    C. Hard copy

    D. Write copy

SECTION B: Short answer questions.   [40 MARKS]

Answer all questions from this section.

QUESTION 1

Label the following Microsoft Word interface icons. A-H.   **(8 marks)**

Input	Storage	Processing
Output	Communications	Graphics

QUESTION 2

Match the following devices with the word that best describes their function e.g. **keyboard** equals **input**. You can use words more than once.

a) Hard disk   **(1 mark)**

b) Mouse   **(1 mark)**

c) Mobile telephone   **(1 mark)**

d) Printer   **(1 mark)**

e) Modem   **(1 mark)**

QUESTION 3

a. Provide a definition of application software, and provide three examples of this type of software. (5 marks)
b. What are the factors to consider when choosing a printer? (5 marks)

QUESTION 4

a. What is the batch processing? How it is different from real time processing? (3 marks)
b. Write short notes on:
    I.   Internet (2 marks)
    II.   Extranet (2 marks)

SECTION C: Essay-type questions.   **[40 MARKS]**

Answer all questions in this section.

QUESTION 1

   a. Discuss the three user interfaces.   **(10 marks)**

   b. Analyse any five functions of operating systems.   **(10 marks)**

QUESTION 2

Read the following case and reflect on the information before you look at the question that follow.

In 1999, heavy rainfalls collapsed the roof of a computer centre in Pretoria, knocking out computers that handled transactions for over 4000 ATMs nationwide. As a result, over 1 million cardholders were temporarily deprived of their access to their funds through other teller networks, but because those networks lacked data about account balances, cash withdrawals were limited to R100 a day to reduce fraud.

   a) Discuss the positive and negative impacts of technology.   **(10 marks)**

   b) With examples, distinguish between input, output and storage devices. **(10 marks)**

END OF EXAMINATION!