

**BOTSWANA COLLEGE OF DISTANCE AND OPEN LEARNING**

**DIPLOMA IN BUSINESS MANAGEMENT**

**DIPLOMA IN HUMAN RESOURCE MANAGEMENT**

**BASIC COMPUTING SKILLS**

**CS 112**

**SESSIONAL EXAMINATION**

**Marks: 100**

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**Instructions to students:**

1. The 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

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**SECTION A: Multiple-choice questions. [20 Marks]**

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Answer all the questions by choosing the correct answer from the alternatives given.

1. What is a computer network?
  - a. A group of computers that share the same power supply
  - b. A computer that can be used by different users simultaneously
  - c. Two or more computers connected together that can share data and programs
  - d. Any sets of computers manufactured by the same company
  
2. Which of the following is NOT an operating system?
  - a. Linux
  - b. Microsoft Vista
  - c. Microsoft Word
  - d. Mac Os X
  
3. How many bits is a kilobyte? (1kilobyte=1024bytes, and 1 byte=8bits)
  - a. 8192
  - b. 1024
  - c. 1000
  - d. 8000
  
4. The abbreviation CPU refers to the:
  - a. Central printing unit.
  - b. Complete processing unit.
  - c. Comprehensive processing unit.
  - d. Central processing unit

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5. What was the original use of computers?
- For playing game.
  - Computation.
  - For data storage.
  - Factory automation.
6. The type of storage that can be described as volatile is:
- ROM.
  - RAM.
  - Secondary storage.
  - External storage.
7. Kilobyte contains exactly \_\_\_\_\_ bytes.
- 1024
  - 1000
  - One million
  - 1,048,576
8. Which of the following input devices is MOST likely to be customized for use by one person only?
- Voice input device
  - Magnetic scanning device
  - Touch input device
  - Magnetic scanning device

9. Which of the following statements is NOT true of sequential access?
- a. The first record read is the first record in the file.
  - b. After the first record is read, the records may be read in any order required by the application.
  - c. Records are read one by one in the sequence in which they are stored.
  - d. When all the records on one track have been read, the read/write head moves to the next track in the file.
10. The two main units of the processor are the:
- a. Primary storage and arithmetic-logic units.
  - b. Arithmetic-logic and control units.
  - c. Control and primary storage units.
  - d. Arithmetic/storage and control units.
11. In order to use a computer effectively in your job, you must:
- a. Understand the principles of electronics.
  - b. Learn how to write programs in at least one language.
  - c. Be a computer professional.
  - d. Understand some basic concepts about computer applications.
12. What is the default file extension for all Word documents?
- a. TXT
  - b. WRD
  - c. FIL
  - d. DOC

13. What does a computer allow you to do?
- A. Type documents and send email
  - B. Browse the Internet
  - C. Store and retrieve data
  - D. All of the above
14. The most popular operating system for personal computers is \_\_\_\_\_.
- A. Mac OS X
  - B. Facebook
  - C. Microsoft Windows
  - D. Ubuntu Linux
15. The cloud allows you to \_\_\_\_\_.
- A. Access your email from any computer with an Internet connection
  - B. Automatically back up your data
  - C. Easily bring your files with you
  - D. Do all of the above
16. Instead of a mouse, many laptops use a (n) \_\_\_\_\_.
- A. Optical drive
  - B. Touchpad
  - C. Scanner
  - D. Laser pointer

17. The main circuit board in a computer is called the \_\_\_\_\_.
- A. RAM
  - B. Dongle
  - C. Motherboard
  - D. Power supply unit
18. To navigate through different folders in Windows, you'll use \_\_\_\_\_.
- A. Windows Easy Transfer
  - B. Launchpad
  - C. Windows Explorer
  - D. Finder
19. To guard against malware, you will need to have \_\_\_\_\_.
- A. Antivirus software
  - B. A can of compressed air
  - C. A word processor
  - D. Spyware
20. If a Windows program has become unresponsive, which keys do you press to open the Task Manager?
- A. Shift, Tab, Enter
  - B. Home, Control, Shift
  - C. Space bar, F1, Tab
  - D. Control, Alt, Delete

**SECTION B: SHORT ANSWER QUESTIONS. [40 Marks]**

**This section contains four questions. Answer all questions.**

**QUESTION 1**

Define the following terms:

- a. Computer virus **(2 Marks)**
- b. Telemedicine **(2 Marks)**
- c. CPU **(2 Marks)**
- d. Internet **(2 Marks)**
- e. Search engine **(2 Marks)**

**QUESTION 2**

- a. Give two examples of printers **(2 marks)**
- b. With examples, what is the difference between impact and non-impact printers? **(4 marks)**
- c. What are the advantages of laser printers? **(4 marks)**

**QUESTION 3**

- a. How do you copy files from one location to the other? **(4 marks)**
- b. Differentiate between a file and a folder **(4 marks)**
- c. You can choose whether a file is hidden or visible. How can one hide a file? **(2 marks)**

**QUESTION 4**

- a. Describe the difference between a LAN and a WAN. **(4 marks)**
- b. State the advantages of a star topology over the bus topology? **(4 marks)**
- c. The physical layout of a network is called? Give an example of one of the main physical layout of a network **(2 marks)**

**SECTION C: ESSAY-TYPE QUESTIONS. [40 marks]**

**This section contains two questions. Answer all questions.**

**QUESTION 1**

Identify and discuss any four (4) areas in real life where computers are used. **(20 marks)**

**QUESTION 2**

- a. Information systems are frequently exposed to various types of threats, which can cause different types of damages that might lead to significant financial losses. Discuss the threats to information systems. **(10 marks)**
- b. Analyse any five (5) practices that may help prevent spread of computer viruses. **(10 marks)**

***END OF THE PAPER!***