



**kasneb**

**CAMS LEVEL I**

**FUNDAMENTAL ICT SKILLS**

**TUESDAY: 31 August 2021.**

**Time Allowed: 3 hours.**

**Answer any FIVE questions.**

**ALL questions carry equal marks.**

**QUESTION ONE**

- (a) Highlight four advantages of using open source software in a business environment. (4 marks)
  - (b) State four uses of a super computer in a business environment. (4 marks)
  - (c) Explain two commonly supported features in a word processing software. (2 marks)
  - (d) List four application areas of intelligent systems in business. (4 marks)
  - (e) Citing two examples, define a digital product in the context of an e-commerce environment. (3 marks)
  - (f) State three hardware specifications that would appear in an invitation to tender document for a graphic design company. (3 marks)
- (Total: 20 marks)**

**QUESTION TWO**

- (a) Highlight three uses of information communication technology (ICT) in business. (3 marks)
  - (b) As an accountant, explain two ways you could benefit from incorporating a spreadsheet into everyday tasks. (4 marks)
  - (c) Describe five features which make an accounting package superior than a spreadsheet in accounting functions. (5 marks)
  - (d) Evaluate four reasons why it is important to manage computer files. (4 marks)
  - (e) Examine two positive and two negative impacts that information communication technology (ICT) has on families. (4 marks)
- (Total: 20 marks)**

**QUESTION THREE**

- (a) Outline four objectives of file organisation methods. (4 marks)
  - (b) In each case, explain an application of the following methods of file access in business:
    - (i) Sequential file access. (2 marks)
    - (ii) Random file access. (2 marks)
  - (c) Highlight four disadvantages of computer use. (4 marks)
  - (d) Using a well labelled diagram, explain the major elements of a computer system. (8 marks)
- (Total: 20 marks)**

#### QUESTION FOUR

- (a) Explain two reasons why source data entry techniques are preferred to the keyboard mode of data entry. (4 marks)
- (b) Using an illustration, differentiate between “command line interface” and “graphical user interface”. (4 marks)
- (c) (i) Describe three characteristics of a good information system. (6 marks)
- (ii) List three components of an information system. (3 marks)
- (d) Draw and label parts of a typical computer mouse. (3 marks)
- (Total: 20 marks)**

#### QUESTION FIVE

- (a) Highlight three main services offered by the internet. (3 marks)
- (b) Explain four negative impacts of the internet on the society. (4 marks)
- (c) Identify four security threats likely to face an information system. (4 marks)
- (d) With the aid of a diagram, describe the following types of network transmission media:
- (i) Coaxial cable. (2 marks)
- (ii) Twisted pair cable. (2 marks)
- (iii) Fibre optic. (2 marks)
- (e) Explain the following controls as used in information system:
- (i) Biometrics. (1 mark)
- (ii) Encryption. (1 mark)
- (iii) Passwords. (1 mark)
- (Total: 20 marks)**

#### QUESTION SIX

- (a) Describe four advantages of using star topology when setting up a local area network. (4 marks)
- (b) Describe the following file characteristics:
- (i) Growth. (2 marks)
- (ii) Volatility. (2 marks)
- (iii) Hit rate. (2 marks)
- (c) There is no information system that is one hundred per cent secure. Therefore, organisations need to come up with contingency measures to help in data recovery.
- With reference to the above statement, explain three data recovery procedures that could assist in recovery of lost data. (6 marks)
- (d) The best way to have a secure password is to create a strong password.
- Formulate four guidelines on how to create a strong password. (4 marks)
- (Total: 20 marks)**

**QUESTION SEVEN**

- (a) Distinguish between the following types of computers:
  - (i) “Special purpose computer” and “general purpose computer”. (2 marks)
  - (ii) “Digital computer” and “analogue computer”. (2 marks)
- (b) Give two reasons why operating systems were developed. (2 marks)
- (c) List three things that accompany a newly purchased software. (3 marks)
- (d) Using an illustration, explain a slide layout as used in presentation software. (2 marks)
- (e) ABC Ltd. intends to acquire input devices for it’s firm. The firm has approached you to give your input on the requirements.  
Explain four factors to be considered when selecting input devices. (4 marks)
- (f) GIGO (Garbage in Garbage Out) is the concept that flawed, or nonsense input produces nonsense output. In other words, the quality of output is determined by the quality of input.  
In relation to the above statement, describe five ways to minimise errors during data input. (5 marks)

**(Total: 20 marks)**

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