



COLLEGE OF HUMAN RESOURCE MANAGEMENT

HIGHER DIPLOMA IN SECRETARIAL MANAGEMENT

SUBJECT: COMPUTER APPLICATIONS

LECTURER: ANTHONY KARANI

INSTRUCTIONS

- a) *Attempt any four questions*
- b) *Marks will be awarded for the use of relevant examples*
- c) *Allowed time: 2 hours 30mins*

QUESTION ONE

- a) With the aid of diagrams describe the following network topologies
 - 1) bus topology [5 marks]
 - 2) Star topology [5 marks]
- b) Distinguish between decision support systems(DSS) and transaction processing systems [4 marks]
- c) What are the five benefits that an organization may enjoy by incorporating the use of information systems in its day to day operations [5 marks]
- d) Distinguish between the following terms; [6 marks]
 - 1) Unstructured and structured decisions
 - 2) Corrective and perfective maintenance
 - 3) MAN and WAN

QUESTION TWO

- a) Describe the data processing life cycle [6 marks]
- b) Distinguish between economic and technological feasibility as used in system development [4 marks]
- c) Why would one prefer using questionnaires over interviews during data collection [5 marks]
- d) Describe the following terms; [10 marks]
 - i) Master file
 - ii) Operating system
 - iii) Real-time processing
 - iv) Index-sequential file design
 - v) Extranet

QUESTION THREE

- a) Identify four components of an information system [4 marks]
- b) Distinguish between a router and a switch as used in networking [4 marks]
- c) Outline five benefits of networks to an organization [5 marks]
- d) Describe the four changeover methods giving their advantages [12 marks]

QUESTION FOUR

- a) Discuss the obstacles which make it difficult for one to successfully develop an information systems [10 marks]
- b) User resistance is one of problems experienced during the development or introduction of a new information system in an organization. describe two ways one could overcome this [4 marks]
- c) Outline the characteristics of a local area network (LAN) [6 marks]
- d) What are the factors to consider when selecting the right software for your system [5 marks]

QUESTION FOUR

- a) Discuss the system development life cycle (SDLC) [15 marks]
- b) Give four circumstances when an organization would prefer parallel changeover over other changeover methods [4 marks]
- c) Outline six characteristics of good information [6 marks]