

The
Management
University
of Africa



Sponsored by the Kenya Institute of Management

CERTIFICATE UNIVERSITY EXAMINATIONS
SCHOOL OF MANAGEMENT AND LEADERSHIP
CERTIFICATE COMMON UNIT

CCU 102: INTRODUCTION TO COMPUTER APPLICATIONS

DATE: 30TH JULY 2026

DURATION: 2 HOURS

MAXIMUM

MARKS: 70

INSTRUCTIONS:

1. Write your registration number on the answer booklet.
2. **DO NOT** write on this question paper.
3. This paper contains **SIX (6)** questions.
4. Question **ONE** is compulsory.
5. Answer any other **FOUR** questions.
6. Question **ONE** carries **30 MARKS** and the rest carry **10 MARKS** each.
7. **Write all your answers in the Examination answer booklet provided.**

QUESTION ONE

Read the Case Study below carefully and answer the questions that follow:

The modern-day computer has become an important part of our daily life. Also, their usage has increased much fold during the last decade. Nowadays, they use the computer in every office whether private or government. Mankind is using computers for over many decades now. Also, they are used in many fields like agriculture, designing, machinery making, defence and many more. Above all, they have revolutionized the whole world.

The simple computer basically of hundreds of other computer parts that can be attached to it. Understanding these components is vital to grasping how computers operate and how they can be optimized for various applications. There are different types of computers available in the market depending on their shape and size. It helps you to perform regular tasks easily

Computers have become a necessity also; they have become a threat too. This is due to hackers who steal your private data and leak them on internet. Also, anyone can access this data. While the benefits of computers are undeniable, society must also address the challenges they present, such as privacy concerns and job displacement. As technology continues to advance, it is crucial to harness the potential of computers responsibly, ensuring they serve as tools for progress and empowerment.

Required:

- a) Discuss THREE components of a computer subsystems **[6 MARKS]**
- b) Explain THREE functions of a computer **[6 MARKS]**
- c) Analyse THREE characteristics of a computer **[6 MARKS]**
- d) Discuss THREE security challenges to data **[6 MARKS]**

- e) Evaluate THREE classifications of computer **[6 MARKS]**

QUESTION TWO

- a) Assess TWO future emerging trends in computer application and how they affect you as a student.

[7 MARKS]

- b) Define the following terms:

- | | |
|---------------|-----------------|
| i. Computer | [1 MARK] |
| ii. Hardware | [1 MARK] |
| iii. Software | [1 MARK] |

QUESTION THREE

- a) Examine the purpose of "BCC" in email communication **[4 MARKS]**
- b) State the keyboard shortcut is used to undo an action **[2 MARKS]**
- c) Asses preventive maintenance in computing **[4 MARKS]**

QUESTION FOUR

- a) Explain the function of a motherboard in a computer **[4 MARKS]**
- b) Describe three (3) hardware devices **[3 MARKS]**
- c) Highlight three (3) software applications **[3 MARKS]**

QUESTION FIVE

- a) Discuss memory hierarchy **[6 MARKS]**
- b) Explain the function of the SUM formula **[2 MARKS]**
- c) Analyse the importance IP address **[2 MARKS]**

QUESTION SIX

- a) Discuss the main function of an operating system **[2 MARKS]**
- b) Illustrate the difference between RAM and ROM **[4 MARKS]**
- c) Define the term database **[2 MARKS]**
- d) Discuss the importance of ethical computing in today's society **[2 MARKS]**