



NATIONAL OPEN UNIVERSITY OF NIGERIA
University Village, Plot 91, Cadastral Zone,
Nnamdi Azikiwe Expressway, Jabi, Abuja

FACULTY OF SCIENCES
2020_1 EXAMINATION

Course Code: CIT705
Course Title: Computer Applications in Business
Time Allowed: 2 Hours
Credit Unit: 2
Instruction: Answer Question 1 and any other three (3) questions

Question 1

- (a) Critically analyze any four ways one's eyes can be protected in the course of using the computer **(4 marks)**
- (b) Discuss any five obstacles encountered in the course of the day to day running of businesses **(5 marks)**
- (c) As a computer expert, itemize any four general categories of business software with specialized vertical applications **(4 marks)**
- (d) Enumerate any three reasons for securing data or information in business **(3 marks)**
- (e) What are the factors to be considered in purchasing any computer for business **(4 marks)**
- (f) Using any four examples, justify the rationale behind the use of antivirus **(5 marks)**

Question 2

- (a) Provide any seven categories of software products **(7 marks)**
- (b) In a sequential order, enumerate the procedure for exporting Address book files to windows book file and any other address book format **(8 marks)**

Question 3

- (a) What are the types of business documents that can be prepared using the computer system in modern day work places **(5 marks)**
- (b) What are the step by step activities associated with website design **(10 marks)**

Question 4

- (a) In web development, identify the team members and their specific roles in website development **(6 marks)**
- (b) Identify any four advantages of Data Communication **(4 marks)**
- (c) Briefly discuss the major functions of the following with regards to Microsoft Access **(5 marks)**
Table ii) Query iii) Report iv) Form
v) Table Datasheet view

Question 5

- (a) Using appropriate examples, analyze any four productivity software **(8 marks)**
- (b) What are the possible threats associated with computer usage **(7 marks)**