



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

FACULTY OF SCIENCES

**Course Code:** CIT705

**Course Title:** Computer Applications in Business

**Time Allowed:** 2 Hours

**Credit Unit:** 2

**Instruction:** Answer Question 1 and any other three 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)