

MAASAI MARA UNIVERSITY

**REGULAR UNIVERSITY EXAMINATIONS 2013/2014 ACADEMIC YEAR**

**FOURTH YEAR SECOND SEMESTER**

**SCHOOL OF BUSINESS AND ECONOMICS**

**BACHELOR OF BUSINESS MANAGEMENT**

**COURSE CODE: BBM 450**

**COURSE TITLE: PRACTICAL ACCOUNTING DATA PROCESSING**

**DATE:23RD  APRIL 2014 TIME: 2.00PM – 5.00PM**

**INSTRUCTIONS TO CANDIDATES**

**SECTION A** is compulsory

Answer any three questions in **SECTION B**

***This paper consists of 2 printed pages. Please turn over.***

**QUESTION ONE – (25 MARKS) COMPULSORY**

1. Define the terms ‘Data’ and ‘Data Processing’ **(5Marks)**
2. Explain the relationship between Data, Data Processing and Information **(10 Marks)**
3. Explain Manual and Electronic Systems of Data Processing.**( 10 Marks)**

**QUESTION TWO**

1. Describe and Explain diagrammatically ‘Data Processing Cycle.

  **(10 Marks)**

1. Explain each of the advantages of Mechanical System of Data Processing **(5 Marks)**

**QUESTION THREE**

Explain in details the major features of each of the following types of computers, giving examples in each case;

1. Micro Computer **(5 Marks)**
2. Mini Computer  **(5 Marks)**
3. Personal Computer **(5 Marks)**

**QUESTION FOUR**

1. What do you understand by the term ‘Accounting Information System.

  **( 8 Marks)**

1. Explain the Advantages of Accounting Information System **(7 Marks)**

**QUESTION FIVE**

1. Explain your understanding of the term ‘Accounting Software’ giving an example of its functions **(8 Marks)**
2. What are the types of files that can handled by a Quick- Book Accounting Package? (**7 Marks)**

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