

**W1-2-60-1-6**

**JOMO KENYATTA UNIVERSITY**

**OF**

**AGRICULTURE AND TECHNOLOGY**

**UNIVERSITY EXAMINATIONS 2014/2015**

**YEAR 2 SEMESTER I&II EXAMINATION FOR THE DEGREE OF BACHELOR OF COMMERCE**

**HBC 2212: COMPUTER APPLICATION FOR BUSINESS**

**DATE: April 2015 TIME: 2 HOURS**

**INSTRUCTIONS:**

**Answer Question One and Any Other Two Questions**

**QUESTION ONE: 30 MARKS (compulsory)**

1. Explain six characteristics of computers (6marks)
2. Describe the various categories of computers (8marks)
3. Explain the benefits of a business using internet (10marks)
4. Highlight the functions of Human resource management in an organization (6marks)

**QUESTION TWO (20marks)**

1. Explain the various ways that word processing can be utilized in business. (10marks)
2. Give the procedure of saving a new document (5marks)
3. State five components that must come together to produce a computer based information system (5marks)

**QUESTION THREE (20 marks)**

1. Give six characteristics of business environment. (6marks)
2. Discuss any five factors that affect business environment (10marks)
3. Explain four ways in which spreadsheets can be used in business (4marks)

**QUESTION FOUR (20 marks)**

1. Discuss five factors to consider when buying computers for business operations (10marks)
2. Discuss five functions that are undertaken as business operations to produce goods or services. (10marks)

**QUESTION FIVE (20 marks)**

1. Explain five ways that a computer can be used to plan business activities in an organization (10marks)
2. State any five components of a computer. (5marks)
3. Give the process of procurement in an organization (5marks)