AMREF INTERNATIONAL TRAINING CENTRE

Qualification Code	**:**	092306T4SWC/ 031306T4PSY
Qualification	**:**	Social Work Level 6/Counselling Psychology L6
Unit Code	**:**	BUS/OS/SW/BC/03/6/A/ PSY/OS/CO/BC/03/6
Unit of Competency	**:**	Demonstrate Digital Literacy

WRITTEN ASSESSMENT

INSTRUCTIONS TO CANDIDATE

1. You have **THREE (3)** hours to answer all the questions.
2. Marks for each question are indicated in the brackets.
3. The paper consists of **TWO** sections: A and B
4. Do not write on the question paper.
5. A separate answer booklet will be provided.

This paper consists of four (4) printed pages. Candidates should check the question paper to ascertain that all the pages are printed as indicated

SECTION A: (40 MARKS)
Answer ALL the questions in this section

1. Define the following terms
   a) CPU   (1 Mark)
   b) RAM   (1 Mark)

2. Distinguish between computer software and computer hardware as used in digital literacy
                                                                              (2 marks)

3. A computer network is a group of interconnected computing. List **three** types of computer networks that might be useful at the workplace.   (3 Marks)

4. Mr K has raw data and would like to enter it into the computer. Identify **four** different categories of input devices he can use to enter data in computer system.   (4 Marks)

5. Spreadsheet consists of different data types which can be entered in cells. State **four** types of data types in a spreadsheet.   (4marks)

6. Cyber security is an issue currently in Kenya. Highlight **four** physical security control measures that can be taken by various institution to minimize security threats. (4 marks)

7. Desktop publishing is the use of computer software to create and design documents for print or digital distribution. List **four** advantages of using desktop publishing software for creating official documents or reports.   (4 Marks)

8. PowerPoint is a Microsoft software application used for creating digital presentations consisting of a series of slides. State **five** steps you would follow to design an effective and visually appealing presentation.   (5 Marks)

9. Different governments have come together in coming up with laws to govern   ICT globally. State **four** reasons why this is important to Kenyan citizen.

10. Computers are prone to security attacks, identify **two** potential security risks and their mitigation strategies associated with using public Wi-Fi networks.   (4 Marks)

11. Operating system commands are instructions given to the operating system to perform specific tasks or functions. Identify **four** essential commands every Windows user must know. (4 Marks)

SECTION B: (60 MARKS)

Answer question 11 and any other 2 in this section

12. TechCorp, a mid-sized company, is considering a major digital transformation initiative to integrate advanced Information and Communication Technologies (ICT) across all departments. The CEO has tasked you, as the IT consultant, to prepare a comprehensive report on the potential impacts of this integration.

   a) Discuss **five** potential benefits of ICT integration in TechCorp's operations.

                                                                                                          (10 Marks)

   b) Explain **five** challenges TechCorp might face during and after ICT integration.

                                                                                                          (10 Marks)

13. Use the sample worksheet provided to answer the questions below

	A	B	C	D	E	F	G	H
1	Month	Jan	Feb	Mar	Total	Mean	Highest	Least
2	Fees	430	460	350				
3	Food	300	350	305				
4	Electricity	1000	100	100				
5	Fuel	150	150	150				
6	Transport	3800	270	150				
No.Items								

a) i) Write the function/fourmal to calculate the total fees of the month of January, February and March and display the result in cell E2.   [2 marks]

ii) Write the function/formula to calculate the mean fees of the month of January, February and March and display the result in cell F2.   [2 marks]

iii) Write the function to find the highest amount of fees paid during the month of January, February and March and display the result in cell G2.   [2 marks]

iv) Write the function to find the least fees paid during the month of January, February and March and display the result in cell H2.   [2 marks].

vi) Write the function that returns the most frequently appearing value of electricity in the month of January, February and March.   [2 marks]

b) Explain **five** uses of spreadsheet in an organization.   (10 marks)

14. Company X is using internet to transform communication strategies.

   a) Explain **five** challenges encountered during the transition to internet-based communication.   (10 marks)

   b) Discuss **five** reasons why company X should continue with innovation and adaptation of new trends of technology.   (10 marks)

13. GlobalTech Solutions, a multinational technology company, has recently experienced a series of cyberattacks that have compromised sensitive customer data and disrupted operations. As a result, the company's board of directors has hired you as a cybersecurity consultant to analyze the situation and develop a comprehensive strategy to address both immediate and long-term cybersecurity challenges.

   a) Explain **five** common types of cybercrimes that could have been used against GlobalTech Solutions.   (10 Marks)

   b) For each cybercrime type above, **discuss** how it could impact the company and its stakeholders.   (10 Marks)

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