



**MAASAI MARA UNIVERSITY**  
**REGULAR UNIVERSITY EXAMINATIONS**  
**2017/2018 ACADEMIC YEAR**  
***FIRST YEAR SECOND SEMESTER***

**SCHOOL OF BUSINESS & ECONOMICS**  
**BACHELOR OF BUSINESS MANAGEMENT**

**COURSE CODE: COM 1200**

**COURSE TITLE: COMPUTER AND INFORMATION  
LITERACY**

**DATE**

**TIME:**

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**INSTRUCTIONS TO CANDIDATES**

1. Answer Question **ONE** and any other **THREE** questions
2. *This paper consists of 3 printed pages. Please turn over.*

## QUESTION ONE

- a. Explain the following terms as used in computer and information literacy:
- i. Computer. **(2 marks)**
  - ii. Information literacy. **(2 marks)**
  - iii. Digital information literacy. **(2 marks)**
- b. Explain three main sources of information to an organization. **(6 marks)**
- c. Discuss the importance of adding citations to a document **(5 marks)**
- d. Explain the attributes of an information literate person. **(4 marks)**
- e. Describe how the internet can be effectively used as a source of information. **(4 marks)**

## QUESTION TWO

- a. The heart of the computer is the central processing unit or the CPU. This device contains all the circuit that the computer needs to manipulate data and execute instruction. The CPU is composed of five basic components. Discuss the components giving examples. **(8 marks)**
- b. Computers work at a very high speed processing information compared to manual methods. **(7 marks)**

## QUESTION THREE

- a. With the aid of a diagram, discuss the digital information fluency(DIF) model. **(8 marks)**
- b. Discuss the most appropriate techniques one must apply when searching for information. **(7 marks)**

## QUESTION FOUR

- a. Discuss five security threats of information to and organization. **(5 marks)**
- b. Explain how one can effectively access information in:-
- i. Catalogues. **(5 marks)**
  - ii. Bibliographies. **(5 marks)**

## QUESTION FIVE

- a. Discuss four ethical factors in the use of information sources. **(8 marks)**
- b. Discuss the various ways of evaluating different sources of information. **(7 marks)**