

**AFRICA
UNIVERSITY**

(A United Methodist-Related Institution)

"Investing in Africa's Future"

College of Business, Peace, Leadership and Governance

COURSE TITLE: HIT100– Introduction to Information Technology

2nd SEMESTER: FINAL EXAMINATION 2 April 2018

LECTURER: MR J.CHINZVENDE

TIME: 2 HOURS

INSTRUCTIONS

Answer questions instructed in each section

Start **each** question on a new page.

The marks allocated to **each** question are shown at the end of the section.

Create a folder on your desktop and put your student number as the name of the folder (for example 170708)

Credit will be awarded for logical, systematic and neat presentations.

Section A Microsoft Word [30 marks]

Type the text below as it is and save in your folder at the desktop. The name of the file should be your **student number** [10]

Ethical Concepts in Information Security

The student of information security is not expected to study the topic of ethics in a vacuum, but within a larger ethical framework. . μ and Ω .

However, those employed in the area of information security may be expected to be more articulate about the topic than others in the organization, and often must withstand a higher degree of scrutiny.

1. The Ten Commandments of Computer Ethics

—from The Computer Ethics Institute

- a. Thou shalt not use a computer to harm other people.
- b. Thou shalt not interfere with other people's computer work.
- c. Thou shalt not snoop around in other people's computer files.
- d. Thou shalt not use a computer to steal.
- e. Thou shalt not use a computer to bear false witness.
- f. Thou shalt not copy or use proprietary software for which you have not paid.
- g. Thou shalt not use other people's computer resources without authorization or proper compensation.
- h. Thou shalt not appropriate other people's intellectual output.
- i. Thou shalt think about the social consequences of the program you are writing or the system you are designing.
- j. Thou shalt always use a computer in ways that ensure consideration and respect for your fellow humans.

2. Differences in Ethical Concepts

Studies reveal that individuals of different nationalities have different perspectives on the ethics of computer use.

3. Ethics and Education

Differences in computer use ethics are not exclusively cultural.

Differences are found among individuals within the same country, within the same social class, and within the same company.

Key studies reveal that the overriding factor in leveling the ethical perceptions within a small population is education.

Employees must be trained and kept up to date on information security topics, including the expected behaviors of an ethical employee.

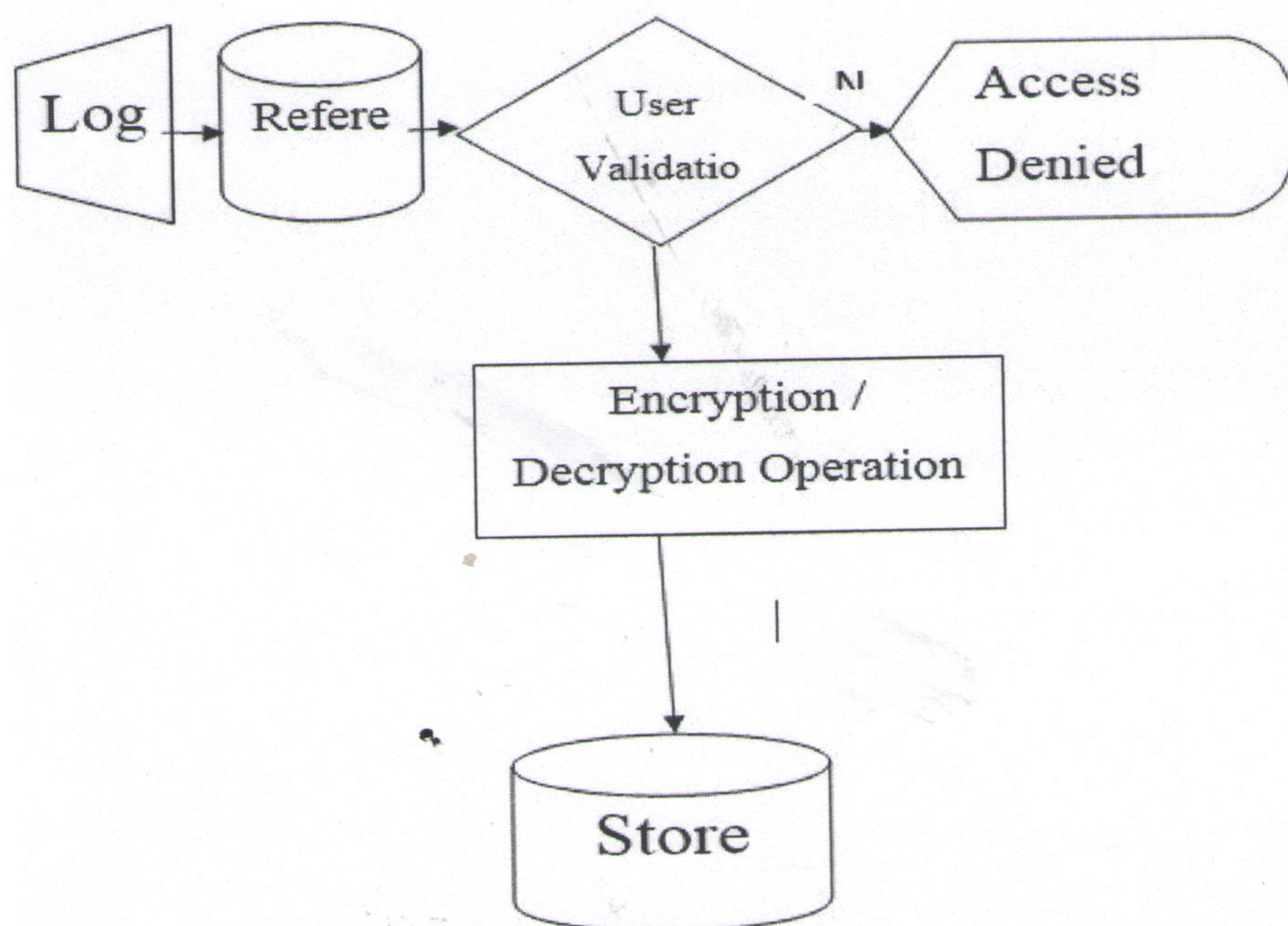
Detering Unethical and Illegal Behavior

There are three general categories of unethical behavior that organizations and society should seek to eliminate:

- Ignorance
- Accident
- Intent

Deterrence is the best method for prevention :

- Fear of penalty:
- Probability of being caught:.
- Probability of penalty being administered



- Bold ,underline and make the heading 'heading 1' [01]
- Make the all sub heading 1 to 5 sub heading 'heading 2' [01]
- Insert a table of content above the main heading of the paragraph [01]
- Insert your student name as a watermark [01]
- Perform word count for this passage and write the number of words in it [01]
- Insert page number as footer and 'HIT100' as page header [01]
- Inset a hyperlink to www.africau.edu on the main heading [01]

SECTION B [10 marks]

Design a Microsoft power point using the topic 'Ethical Concepts in Information Security' from Section A above.

The presentation should have the following

- At least five slides including introduction and conclusion
- Each slide should have a slide number and your student number as footer
- Theme and background style
- Slide transitions
- Diagram and picture
- Animations and Rehearsal timing.

[10]

SECTION C Microsoft Excel [30 Marks]

SECTION C Microsoft Excel Part 1 [10 Marks]

Open Microsoft excel and type the following on sheet 1 ,NB No in cell A1 ,Name B1 etc

Below are eggs collected from a chicken project by different students

	A	B	C	D	E	F	G	H
1	Gender	Name	Day1	Day 2	Day 3	Total	Average	Days of collection
2	M	Nicole	50	60	60			
3	F	Vanessa	70	50				
4	F	Avitus	50	50	60			
5	M	Elianne	80	60	90			
6	M	Rutendo		80	90			
7	M	Jessica	79	60	55			
8	M	Kavwele	80	65	95			
9	F	Makonga	90	70	80			

- a. Find the total of the **weight** to the nearest whole number in column F [02]
- b. Find the average of the marks in column G [01]
- c. Use formulae to find the tests attempted by a student in column H [01]
- d. Sort the averages in column G from the highest to the lowest [01]
- e. Use the auto fill handle to rearrange the numbers in column A [01]
- f. Validate column B to allow text only between 3 and 20 [01]
- g. Validate column C to allow numbers only between 0 and 100 [01]
- h. Insert a column graph of Name against a Assign1 work [01]
- i. Use functions to count number of males and females column A [01]
- j. Save your work in your folder on the desktop as 'Section C Part 1' [01]

SECTION C Microsoft Excel Part 2 [20 Marks]

Type the following on sheet 2. **NB** Year is in cell 'A1' and the rest follows suite

	A	B	C	D	E	F	G
1							
	Semester	Year	Course Code	Notional Hours	Grade	Weight	
2							
3			SUB101	120	D	1	
4			SUB 102	120	C	2.8	
5			S SUB 203	120	A	4	
6			SUB 104	120	B+	3.5	
7			SNHrs			SWPts	
8			CNHrs			CWPts	
9			GPA				
10	1		CGPA				
11	2						

12		SUB201	120	B+	3.5	
13		SUB202	120	B-	2.9	
14		SUB203	80	C+	2.6	
15		SUB204	80	C	2.3	
16		SNHrs			SWPts	
17		CNHrs			CWPts	
18		GPA				
19		CGPA				

- Design the table above in Microsoft Excel [03]
- Calculate the Notional hours(SNHrs) in cells D7and D16 [01]
- Calculate the Cumulative Notional Hours (CNHrs) in cells F8 , F16 F25 [01]
- Calculate the Semester Weighted Points (SWPts) in cells G7 and G16 [01]
- Cumulative Weighted Points (CWPts) in cells G8 and G17 [03]
- Calculate Grade Point Average (GPA) in cells F9,F17 and F26 [03]
- Calculate Cumulative Grade Point Average in cells H9,H17 and H26 [03]
- Round off the GPA and CGPAs to the 2 decimal places [01]
- Draw a bar graph of course against marks for 1st semester [04]

Save your work in your folder on the desktop as 'SECTION C Part 2'

SECTION C Microsoft Access [40 Marks]

- Design a Database for a Video club database using the following information

Student

Field	DataType	Field
PupilID	Text	10
PupilName	Text	20
DateOfBirth	Date/time	

Video

Field	DataType	Field
VideoCode	Text	10
VideoTitle	Text	20
Hours	Real	

Registration

Field	DataType	Field
RegID	Autonumber	
PupilID	Text	10
VideoCode	Text	10
RegDate	DateTime	Short

Mark	Text	6
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NB PupilID and VideoCode fields should be lookup fields from the respective tables

[20]

b. Design forms and enter the following data into the respective tables

[10]

Enter the following records into the Student table

PupilID	PupilName	DOB
P001	Tatenda	15/06/2010
P002	Mary	16/03/2011
P003	Barbra	20/12/2013
P004	Tashinga	17/09/2011
P005	Judah	22/05/2011

Enter the following records into the Course table

VideoCode	VideoTitle	Hour
V001	Fiction	2
V002	movie	3
V003	Love	3
V004	Horror	3

Enter the following records into the Borrowing table

RegID	StudentID	VideoCode	Cost
001	P002	V003	80
002	P003	V001	50
003	P001	V002	34
004	P004	V004	90
005	P002	V001	80

- Design a query to get PupilName , VideoCode and Cost WHERE Cost is less than 50
- Design a query to get PupilName ,DOB WHERE DOB is less than or equal to 25/23/2012
- Design a query to get PupilName , VideoCode and Cost WHERE Mark is ,move than 50
- Design a query to get PupilName , DOB , VideoCode, VideoTitle and Cost WHERE cost is greater than 50

- Design a report for costs incurred obtained by a Pupil

[10]