



School of Law

**COURSE TITLE: HIT100– Communication and Information
Technology**

1st SEMESTER: EXAMINATION 2 Aug-Dec 2023

LECTURERS: DR GADZIKWA & MR J. CHINZVENDE

TIME: 3 HOURS

INSTRUCTIONS

**Answer Section A in your answer booklets and Section B in your
computer**

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 your student number is the name
of the folder (for example 230700)**

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

Section A Communication Skills [50 Marks]

Choose **ANY TWO** questions from this section (All questions carry equal marks)

1. “Of course I deceive, that’s why I am alive and you are dead! The crocodile said to the log” In light of this statement, discuss the importance of communication ethics paying special reference to the legal profession (25 Marks)
2. Using any five (5) effective listening skills, show how in each case a poor and good listener behaves (25 marks)
3. Briefly comments on the following barriers to communication, in each case show how they affect the everyday business of legal practitioners
 - a) Perception and filters (5 marks)
 - b) Mechanical barriers (5 marks)
 - c) Semantic barriers (5 Marks)
 - d) Psychological barriers (10 marks)

Discuss and justify the most appropriate leadership styles you would adopt if you are leading a law firm with people from diverse backgrounds.

Section B Information Technology [50 marks]

Question One [20]

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]

Intellectual property rights

Intellectual property rights are the legal rights that cover the privileges given to individuals who are the owners and inventors of a work, and have created something with their intellectual creativity.

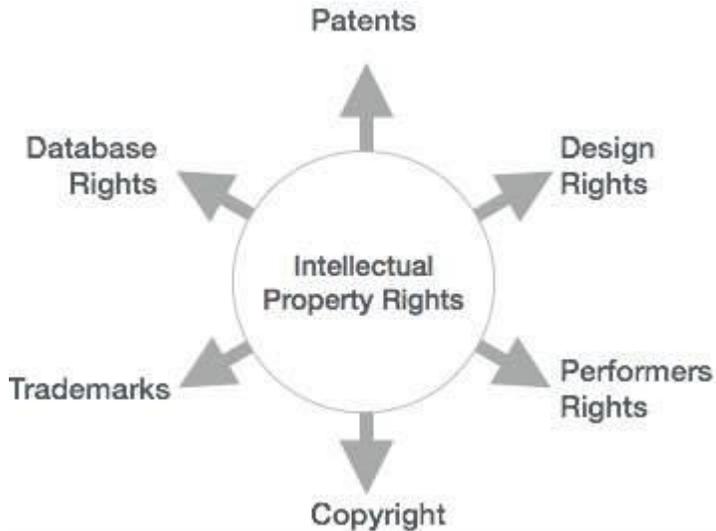
The following list of activities which are covered by the intellectual property rights are laid down by the World Intellectual Property Organization (WIPO) –

- Industrial designs
- Scientific discoveries
- Protection against unfair competition
- Literary, artistic, and scientific works
- Inventions in all fields of human endeavor

Types of Intellectual Property Rights

Intellectual Property Rights can be further classified into the following categories –

- Copyright
- Patent
- Patent
- Trade Secrets, etc.



Advantages of Intellectual Property Rights

Intellectual property rights are advantageous in the following ways –

- I. Provides exclusive rights to the creators or inventors.
- II. Encourages individuals to distribute and share information and data instead of keeping it confidential.
- III. Provides legal defense and offers the creators the incentive of their work.

Intellectual property rights.

- a. The **Patents** (Amendment) Act, 1999, facilitates the establishment of the mail box system for filing patents. It offers exclusive marketing rights for a time period of five years.
- b. The **Trade Marks** Bill, 1999, replaced the Trade and Merchandise Marks Act, 1958

Intellectual Property in Cyber Space

Every new invention in the field of technology experiences a variety of threats. Internet is one such threat, which has captured the physical marketplace and have converted it into a virtual marketplace.

- a. Bold, underline and make the heading 'heading 1' [01]
- b. Make the all sub heading 1 to 5 sub heading 'heading 2' [01]
- c. Insert a table of content above the main heading of the paragraph [01]
- d. Insert your student name as a watermark [01]
- e. Perform word count for this passage and write the number of words in it [02]
- f. Insert page number as footer and 'HIT100' as page header [02]
- g. Inset a hyperlink to www.africau.edu on the main heading [02]

Save the file in your folder at the desktop with your student number as file name

Question Two[10]

Design a power point using the topic” Intellectual Property ” from **Question One**

The Power Point presentation should have the following

- a. A Master slide to control all the other slides
- b. At least five slides including introduction and conclusion
- c. Each slide should have a slide number and your student number as footer
- d. Theme and background style
- e. Slide transitions
- f. Animations and Rehearsal timing.
- g. Your picture at the last slide

[10]

Save the file in your folder at the desktop with your Student Number as file name

Question Three A[10]

Mark 0-59 = F, 60-69 = D, 70-79 = C, 80-89 = B, and 90-100 = A									
	StudentNo	FirstName	Surname	Test1	Test2	Test3	Total	Average	Grades
1	230334	Isabel	Chenai	51	50	54			
2	230337	Gladys	Praise	66	70	75			
3	230338	Rebbeca	NGOYA	65	70	70			
4	230340	Sharlene	MAGO	55	80	49			
5	230356	Tadiwa	Rufaro	40	60	65			

- 1 Find the total of the marks in under totals [1]
- 2 Find the average of the marks [1]
- 3 Round off the averages in to the nearest whole number [2]
- 4 Sort the averages from the highest to the lowest [2]
- 5 Use the IF formula to enter grades in grades column [2]
- 6 Validate **Surname** to allow text only between 3 and 20 [2]

7. GPA and CGPA Calculations

[10 marks]

Year	Semester	CourseCode	Mark	Grade	CHrs	Weight	Sem Weights
1st Year	1st Semester	NLLB100	85	A	3	4	
		NLLB101	73	B	3	3.2	
		HCS101	87	D	3	1	
		HPO101	88	A	3	4	
				SCHrs		SWPts	
				CCHrs		CWPts	
				GPA		CGPA	
1st Year	2nd Semester	NLLB104	75	B+	3	3.5	
		NLLB105	83	A-	3	3.8	
		HPO102	75	B+	3	3.5	
		HCS102	79	B+	3	3.5	
				SCHrs		SWPts	
				CCHrs		CWPts	
				GPA		CGPA	
2nd Year	1st semester	NLLB201	85	A	3	4	
		NLLB202	73	B	3	3.2	
		NLLB204	87	A	3	4	
		NLLB206	88	A	3	4	
				SCHrs		SWPts	
				CCHrs		CWPts	
				GPA		CGPA	
Chrs	Credit Hours		CWPts	Cumulative Weighted Points			
SCHrs	Semester Credit Hours		GPA	Grade Point Average			
CCHrs	Cumulative Credit Hours		CGPA	Cumulative Grade Point average			

Question Four Microsoft Access [10]

Design a database to manage a law firm's client information, including creating tables, relationships, and input forms. Generate queries to retrieve specific information from the database, such as finding all clients involved in a particular case. Build reports that summarize and present data from the database, such as a report showing billable hours by attorney for a given period.

Save the database in your folder on the desktop with your Student Number as file Name

The End