



SCHOOL OF LAW

NLLB 107 COMMUNICATION AND INFORMATION TECHNOLOGY

END OF FIRST SEMESTER EXAMINATIONS

AUGUST/DECEMBER 2024

LECTURERS : DR GADZIKWA & MR J. CHINZVENDE

DURATION : 3HRS

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. Discuss the roles of interpersonal communication skills in group communication with special emphasis on legal practices (25 marks)
2. Suggests ways to deal with any of the following aspects in intercultural communication in everyday law practice
 - Culture shock (5 marks)
 - Stereotyping (5 marks)
 - Prejudice (5 marks)
 - Ethnocentrism (5 marks)
 - Labeling (5 marks)
3. Evaluate the criticality of observing and expressing facials by lawyers in communicating with clients (25 marks)
4. “Without ethical communication law practice becomes disrepute” Discuss (25 marks)

Section B Information Technology [50 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]

Matriculation Process

■ What is Matriculation?

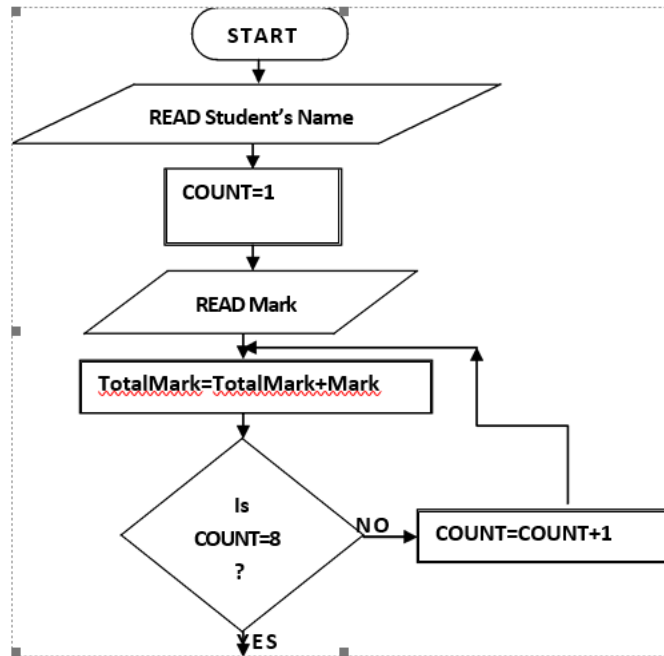
- ◆ Matriculation is a University-mandated process to assist you in planning, choosing, and achieving your educational goals.
- ◆ Its an agreement between the University and you, to work toward your success.
- ◆ Mathematics students can assist on equations below

■ Student Assistance in Mathematics

The equation is of the form $ax^2 + bx + c = 0$ where ‘a’ ‘b’ and ‘c’ are arbitrary constants. The solution to the equation is given by

$$x = \frac{-b \pm \sqrt{b^2 - 4ac}}{2a}$$

■ Student Assistance in Drawing



10 Tips for success

- | | |
|--|--|
| 1. Assess your priorities | 6. Get to know your instructors |
| 2. Get print-out of your schedule | 7. Monitor your progress during the semester |
| 3. Know important deadlines | 8. Interact with classmates, form study groups |
| 4. Make appointment to see counselor to do an educational plan | 9. Get involved on campus |
| 5. Take advantage of resources and services | 10. Get a printout of your grades once semester ends |

- | | |
|--|------|
| 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 Surname as a watermark | [01] |
| e. Perform word count for text in paragraph one and enter the details below it | [01] |
| f. Insert your Student number as footer and 'HIT100' as page header | [01] |
| g. Inset a hyperlink to www.africau.edu on the main heading | [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							
2	Semester	Year	Course Code	Credit Hours	Grade	Weight	
3		1st Year	HCS101	3	A	4	
4			HFR100	3	B	3.2	
5			HIT100	3	B-	2.9	
6			TEV100	3	A	4	
7			SCHrs			SWPts	
8			CCHrs			CWPts	
9			GPA				
10	1		CGPA				
11							
12			HFR200	3	A	4	
13		2	HIT200	3	B	3.2	
14			TEV200	3	A	4	
15			SCHrs			SWPts	
16			CCHrs			CWPts	
17			GPA				
18			CGPA				

- Design the table above in Microsoft Excel [03]
- Calculate the Semester Credit hours(SCHrs) in cells D7and D15 [01]
- Calculate the Cumulative Credit Hours (CCHrs) in cells D8 and D16 [01]
- Calculate the Semester Weighted Points (SWPts) in cells G7 and G16 [01]
- Cumulative Weighted Points (CWPts) in cells G8 and G16 [03]
- Calculate Grade Point Average (GPA) in cells D9 and D17 [03]
- Calculate Cumulative Grade Point Average in cells D9 and D18 [03]
- Round off the GPA and CGPAs to the 2 decimal places [01]
- Draw a bar graph of course Code against Weights for 2nd semester [04]

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

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.

The End of the Examination