



**SCHOOL OF LAW**

**NLLB107: COMMUNICATION AND INFORMATION TECHNOLOGY**

**END OF FIRST SEMESTER EXAMINATIONS**

**NOVEMBER 2025**

**LECTURERS: DR GADZIKWA & MR J. CHINZVENDE**

**DURATION: 3 HOURS**

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**GENERAL INSTRUCTIONS TO CANDIDATES**

- 1. Answer Section A in your answer booklets and Section B in your computer**
2. Start **each** question on a new page.
- 3. Create a folder on your desktop and your student number is the name of the folder (for example 250700)**
4. 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)

### **Question 1**

Discuss the significance of body language in legal settings, such as courtrooms and client

### **Question 2**

Explain how cultural differences can affect non-verbal communication in legal contexts. Discuss strategies for lawyers to adapt to diverse cultural norms.

### **Question 3**

Discuss the importance of effective listening skills in client interviews. Explain strategies for active listening and building rapport with clients.

### **Question 4**

Explain common barriers to effective listening in legal settings, such as distractions or biases. Discuss strategies for overcoming these barriers.

## **Section B Information Technology [50 marks]**

### **SECTION B Microsoft Excel Part 1 [10 Marks]**

Open Microsoft excel and type the following on sheet 1 ,NB Name in A1 etc

**Below are the marks obtained by LAW students in their courses**

	A	B	C	D	E	F	G	H	G
1	Name	Gender	HIT100	TEV200	HPO112	Total	Average	Course Done	
2	Ellen	F	80	60	60				
3	Keith	M	70	50					
4	Maria	F	70	65	65				
5	Leon	M	80	60	90				
6	Nigel	M		80	90				
7	Nitto	M	90	60	55				
8	Waso	M	80	50	90				

- Find the total of the marks [01]
- Find the average of the marks to the nearest whole number [01]
- Use formulae to find the number of courses done by a student [01]
- Sort the averages from the highest to the lowest [01]
- Validate column of Names to allow text only between 3 and 20 [01]
- Validate column C to allow numbers only between 0 and 100 [01]
- Insert a column graph of Name against HIT100 marks [01]
- Use functions to count number of males and female's column A [01]
- Insert formula in column G to show 'Good' if total marks in column F are above 200 otherwise 'Bad' [01]
- Save file work in your folder on the desktop as Part 3 [01]

**Part 2 Microsoft Excel [10 Marks]**

Type the following on sheet 2. **NB** Year is in cell 'B2' and the rest follows suite

	A	B	C	D	E	F	G						
1	<b>Semester</b>	<b>Year</b>	<b>Course Code</b>	<b>Credit Hours</b>	<b>Grade</b>	<b>Weight</b>	<b>Total Weight</b>						
2								<b>1st Year</b>	PBL1103	3	A	4	
3									PBL1102	3	B	3.2	
4									PBL1102	3	B-	2.9	
5									CITL1104	3	A	4	
6									SCHrs			SWPts	
7									CCHrs			CWPts	
8									GPA				
9									CGPA				
10													
11	<b>2</b>	<b>1st Year</b>	NLLB102	3	A	4							
12			NLLB103	3	B	3.2							
13			NLLB104	3	A	4							
14			SCHrs			SWPts							
15			CCHrs			CWPts							
17			GPA										
18			CGPA										

NB  $GPA = \frac{SWPts}{SCHrs}$

$CGPA = \frac{CWPts}{CCHrs}$

- Design the table above in Microsoft Excel [01]
- Calculate the Semester Credit hours(SCHrs) in cells D7 and 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 [01]
- Calculate Grade Point Average (GPA) in cells D9 and D17 [01]
- Calculate Cumulative Grade Point Average (CGPA) in cells D10 and D18 [01]
- Round off the GPA and CGPAs to the 2 decimal places [01]
- Draw a bar graph of course Code against Weights for the semester [01]

Save your work in your folder on the desktop in 'SECTION B Part 2' [01]

**Part 3 Microsoft Access [30 Marks]**

a. Design a Tourism management system database using the following information

**Tourist**

Field	Data Type	Field
TID	Text	10
TouristName	Text	20
DateOfBirth	Date/time	

**Destination**

Field	Data Type	Field
DCode	Text	10
DestinationName	Text	20
Cost	Real	

**TravelCost**

Field	Data Type	Field
TravelID	Autonumber	
TID	Text	10
DCode	Text	10
TravelDate	dateTime	short

[10 Marks]

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

**Tourist table**

IDNumber	TouristName	DOB
T001	Samson	12/09/2000
T002	Enita	04/06/2006
T004	Clara	11/12/2004
T003	Thomas	06/09/2000
T005	Ellen	17/05/2003

**Destination**

DCode	DestinationName	Cost\$
D001	Victoria Falls	10
D002	Tanzania	15
D003	Matopo	30
D004	Cape Town	80

**TravelCost**

TravelID	TouristID	DCode	TavelDate
001	170159	D001	01/08/2023
002	170160	D102	11/09/2024
003	170158	D100	07/10/2014
004	170149	D200	11/12/2024
005	170157	D100	22/12/2023

[10 Marks]

c. Design queries to perfume the following operations

- i. Get all **tourist**
  - ii. Get all **Destinations** costing less than \$30
  - iii. Get all **Destinations**
  - iv. Get TouristName, DOB WHERE DOB is equal to 11/12/2004
  - v. Design a report for the allocations
- Save your database as Part C

[10 Marks]