



NATIONAL OPEN UNIVERSITY OF NIGERIA
PLOT 91, CADASTRAL ZONE, NNAMDI AZIKIWE EXPRESSWAY, JABI-ABUJA
FACULTY OF COMPUTING
DEPARTMENT OF COMPUTER SCIENCE
2025_2 EXAMINATIONS

COURSE CODE: CIT 705
COURSE TITLE: COMPUTER APPLICATIONS IN BUSINESS
COURSE CREDIT: 2 UNITS
TIME ALLOWED: 2 HRS

INSTRUCTION: ANSWER QUESTION (1) AND ANY OTHER TWO (2) QUESTIONS

QUESTION 1 (30 MARKS)

- 1a. Describe what a business environment is all about? **(5marks)**
- 1b. What is a computer application in business? **(5marks)**
- 1c. Outline the components of a business letter **(6marks)**
- 1d. Differentiate between bar charts and pie charts **(4marks)**
- 1e. What are macros and how can they be used in business documents **(5marks)**
- 1f. List factors to consider before buying computers for your business **(5marks)**

QUESTION 2 (20 MARKS)

- 2a. What is an antivirus? List 5 antivirus softwares you know. **(10marks)**
- 2b. List five (5) general categories of business software with specialized verticals **(5marks)**
- 2c. State five (5) careers you can make from computer **(5marks)**

QUESTION 3 (20MARKS)

- 3a. List five (5) types of business industries that requires computers in their operation **(5marks)**
- 3b. List seven (7) common categories of software product **(7marks)**
- 3c. Mention five (5) disadvantages of data communication **(5marks)**
- 3d. List three (3) uses of communication hardware and software **(3marks)**

QUESTION 4 (20 MARKS)

- 4a. State five (5) teams needed to create a web site and their roles **(10marks)**
- 4b. Mention three (3) threats involved in using the computer **(6marks)**
- 4c. State four (4) ways of protecting your eyes while using the computer **(4marks)**

QUESTION 5 (20 MARKS)

- 5a. Explain the concept of proofreading **(5marks)**
- 5b. Discuss the concept of using password as regards to personal computers **(10marks)**
- 5c. What are directory services? **(5marks)**