REFORMED CHURCH UNIVERSITY

Introduction to Communication and Computer Application Skills

HRCU 102

Part 1 Semester 1 Examination

Total Marks   [100]

Date: June 2020

Time: 3 Hours

INSTRUCTIONS

1. This paper has **two (2)** sections **A** and **B**
2. There are **three (3)** questions in each section
3. Answer **any** two questions from each section
4. Each question carries *25 marks*
5. Start each question on a new page

SECTION A

Answer any two questions.

1. Explore the relevance of studying intercultural communication at university level. (25)

2. Compare and contrast an academic essay and an oral presentation. (25)

3. Discuss the view that perfect communication is difficult to achieve. (25)

SECTION B

Answer any two questions.

4. Examine the role played by information technology in education. (25)

5. (a) Analyze the difference between systems and application software. (10)

   (b) Examine how a business professional can utilize Microsoft Office applications. (15)

6. (a) Discuss the significance of using computerized database in the business environment. (10)

   (b) Explore **any three** factors one would consider when purchasing software for an organization. (15)

End of Paper