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**INFORMATION COMMUNICATION TECHNOLOGY
AND ENTREPRENEURSHIP EDUCATION**

June/July 2020

Time: 3 hours



THE KENYA NATIONAL EXAMINATIONS COUNCIL

**CRAFT CERTIFICATE IN MECHANICAL ENGINEERING
(PRODUCTION OPTION)**

CRAFT CERTIFICATE IN AUTOMOTIVE ENGINEERING

CRAFT CERTIFICATE IN WELDING AND FABRICATION

CRAFT CERTIFICATE IN CONSTRUCTION PLANT ENGINEERING

**CRAFT CERTIFICATE IN ELECTRICAL AND ELECTRONIC TECHNOLOGY
(POWER OPTION) (TELECOMMUNICATION OPTION)**

CRAFT CERTIFICATE IN BUILDING TECHNOLOGY

MODULE I

INFORMATION COMMUNICATION TECHNOLOGY AND ENTREPRENEURSHIP EDUCATION

3 hours

INSTRUCTIONS TO CANDIDATES

This paper consists of TWO sections; A and B.

Answer SIX questions from section A and FOUR questions from section B in the answer booklet provided.

Maximum marks to each part of a question are indicated.

Candidates should answer the questions in English.

This paper consists of 4 printed pages.

Candidates should check the question paper to ascertain that all the pages are printed as indicated and that no questions are missing.

SECTION A: INFORMATION COMMUNICATION TECHNOLOGY (ICT)

Answer any **SIX** questions from this section.

1. (a) Explain **two** functions of Information Communication Technology (ICT), in an organization. (4 marks)
- (b) Describe the use of each of the following computer devices:
- (i) keyboard;
 - (ii) mouse;
 - (iii) scanner. (6 marks)
2. (a) (i) Explain 'computer software'.
- (ii) State **two** classes of computer software. (4 marks)
- (b) Describe each of the following computer file management activities:
- (i) sorting;
 - (ii) searching;
 - (iii) retrieval. (6 marks)
3. (a) Explain **two** computer crimes. (4 marks)
- (b) (i) With the aid of a sketch, describe the star network topology.
- (ii) State **three** advantages of the topology in (i). (6 marks)
4. (a) The following document was created using a computer.
- Jones travels to Johannesburg every weekend to meet with his clients.*
- Recently he was forced to RESCHEDULE his **journey** after the plane he was to use developed mechanical problems.
- Outline the steps followed when formatting the document. (4 marks)
- (b) The use of Information Communication Technologies (ICTs) has resulted in moral deterioration in the society. Explain **three** measures that may be taken to cope with this trend. (6 marks)

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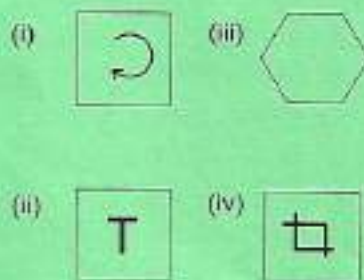
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5. (a) (i) Define a 'spreadsheet'.
(ii) State **two** uses of a spreadsheet in an organization. (4 marks)
- (b) (i) Distinguish between 'database' and 'databank'.
(ii) Outline **four** measures that may be put in place to enhance data security in an organization. (6 marks)
6. (a) State the function of each of the following icons used in desktop publishing.



- (4 marks)
- (b) Joel has been tasked with preparing a presentation on Health and Safety at work using a presentation software.
Outline the steps that he should follow when creating the presentation. (6 marks)
7. (a) Describe each of the following external data storage devices:
(i) USB flash drive;
(ii) memory card. (4 marks)
- (b) Outline the steps followed when changing the page orientation of a document in a word processor. (6 marks)

SECTION B: ENTREPRENEURSHIP EDUCATION (40 marks)

Answer any FOUR questions from this section.

8. (a) Distinguish between creativity and innovation as used in entrepreneurship. (4 marks)
- (b) Explain **three** economic factors responsible for the growth of entrepreneurship in a country. (6 marks)
9. (a) Outline **four** cultural practices that may hinder entrepreneurial development. (4 marks)
- (b) Explain **three** roles played by an entrepreneur in an enterprise. (6 marks)
10. (a) Highlight **four** reasons for keeping accurate business records. (4 marks)
- (b) Explain **three** ways that an entrepreneur may use to evaluate a business opportunity. (6 marks)
11. (a) State **four** social responsibility activities that the management of a small enterprise may engage in. (4 marks)
- (b) Explain **three** challenges of using Information Communication Technology (ICTs) in a small enterprise. (6 marks)
12. (a) Explain **two** threats posed by terrorism in the management of small enterprises. (4 marks)
- (b) Outline **six** characteristics of a partnership form of business. (6 marks)

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