

2506/101

2507/101

**ENTREPRENEURSHIP AND  
COMMUNICATION TECHNOLOGY**

**June/July 2018**

**Time: 3 hours**



**THE KENYA NATIONAL EXAMINATIONS COUNCIL**  
**DIPLOMA IN AERONAUTICAL ENGINEERING**  
**(AIRFRAMES AND ENGINES OPTION)**  
**(AVIONICS OPTION)**

**MODULE I**

**ENTREPRENEURSHIP AND COMMUNICATION TECHNOLOGY**

**3 hours**

**INSTRUCTIONS TO CANDIDATES**

*This paper consists of TEN questions in THREE sections; A, B and C.*

*Answer question ONE and any other question from section A, TWO questions from section B and any ONE question from section C in the answer booklet provided.*

*All questions carry equal marks.*

*Maximum marks for each part of a question are as indicated.*

*Candidates should answer the questions in English.*

**This paper consists of 6 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 (40 marks)**

Answer question **ONE (COMPULSORY)** and any other **ONE** question from this section.

1. (a) Explain the following terms as used in computers:
- (i) RAM; *Temporary*
  - (ii) ROM; *permanent*
  - (iii) secondary storage. (6 marks)
- (b) List **four** examples of micro computers. (4 marks)
- (c) Outline the keyboard shortcut commands for the following tasks when using Microsoft Word:
- (i) opening a new document; *+O*
  - (ii) saving a document; *+S*
  - (iii) undo; *+Z*
  - (iv) copying text. *+C* (4 marks)
- (d) Describe the following terms as used in operating systems:
- (i) disk formatting; *-*
  - (ii) disk partitioning; *-*
  - (iii) disk scanning. (6 marks)
2. (a) Define the term computer crime. (2 marks)
- (b) Briefly describe the following computer crimes:
- (i) trespass;
  - (ii) tapping;
  - (iii) cracking;
  - (iv) hacking. (8 marks)



(c) The document below was created using Microsoft Word:

## PARENTING

*display* **T**here are many ideas about how to bring up children. Some parents adopt the ideas their own parents used. Others get advice from friends. Some read books about parenting. Others take classes offered in the community. No one has all the answers. *However, psychologists and other social scientists now know what parenting practices are most effective and are more likely to lead to positive outcomes for children.* *italics*

*alignment* Ideas about child rearing can be grouped into three styles. These are different ways of deciding who is responsible for what in a family. These styles are:

- Authoritarian
- Permissive
- Democratic

Explain **five** formatting features applied in the document. (10 marks)

3. (a) Differentiate between a database and a data bank. (4 marks)
- (b) (i) Explain the term Local Area Network (LAN).  
(ii) List **four** tools that are used when configuring a Local Area Network. (6 marks)
- (c) Using a suitable example, explain **three** parts of an email address. (6 marks)
- (d) List **four** types of publications that can be produced using Desktop Publishing software. (4 marks)
4. (a) With reference to Microsoft Powerpoint, outline the procedure for:  
(i) inserting a new slide;  
(ii) changing slide layout;  
(iii) saving a presentation on the desktop. (10 marks)



(b) The worksheet in table 1 below was created using Microsoft Excel:

**Table 1**

	A	B	C	D	E	F
1	Item Name	Opening Stock	Closing Stock	Items Sold	Selling Price	Total Sales
2	Biro pens	1,000	210		30	###
3	Sugar	50	08		150	
4	Jamaa bar soap	1,500	128		125	
5	Pencils	650	154		20	
6	Highest sales					
7	Average sales					

(i) Explain the reason for the display in cell F3.

(ii) Outline the appropriate expressions to generate:

- (I) items sold;
- (II) total sales
- (III) highest number of items sold;
- (IV) average total sales.

(10 marks)

**SECTION B: ENTREPRENEURSHIP (40 marks)**

*Answer TWO questions from this section.*

5. (a) Explain the difference between entrepreneurs and intrapreneurs. (4 marks)

(b) Outline **four** characteristics of an entrepreneur. (8 marks)

(c) Explain **four** ways in which the political environment has affected entrepreneurial development in Kenya. (8 marks)

6. (a) Highlight **four** sources of business ideas. *brain storming, reading, improving, buying, existing* (8 marks)

(b) (i) Define the term inflation.

(ii) Highlight **four** effects of inflation to the economy of a country. (6 marks)



- (c) (i) Explain the terms partnership deed.
- (ii) Outline **four** contents of a partnership deed. (6 marks)
- ✓7. (a) Explain **four** challenges that may be faced by sole proprietors in their business operations. *finance ideas → growth - problem solving skill competition* (8 marks)
- (b) Outline **six** advantages of a partnership form of business organization. *more money more idea less time easy expansion & growth* (6 marks)
- (c) Explain **three** sources of business finance for a limited company. *Shares bank loans savings* (6 marks)
8. (a) (i) Highlight **four** reasons of preparing a business plan.
- (ii) Outline **five** guidelines followed when writing a business plan. (9 marks)
- (b) Explain **four** challenges faced by small enterprises in accessing funds from financial institutions. (8 marks)
- (c) List **three** types of records that are maintained in an enterprise. (3 marks)

### SECTION C: COMMUNICATION SKILLS (20 marks)

*Answer any ONE question from this section.*

9. (a) (i) Define the term communication.
- (ii) With the aid of a diagram, explain the process of communication. (10 marks)
- (b) You are the secretary of the Debate Club in your college. The club held an opening term meeting on 5th January 2018 in Mwangaza hall. The following were among the issues discussed:
- (i) terms activities;
- (ii) election of officials.

Write the minutes of the meeting. (10 marks)



10. ✓ (a) Explain **three** barriers to effective communication that may be caused by the sender. (6 marks)  
*language*  
*channel*  
*time*
- (b) Outline **four** duties of a public relations officer in an organization. (4 marks)
- (c) Highlight **five** features of a good report. (10 marks)  
*precise*  
*clear*  
*short*

**THIS IS THE LAST PRINTED PAGE.**