wedgina denord 2025-06-10

35/68p

CLEMENT HOWELL HIGH SCHOOL
BUSINESS DEPARTMENT

END OF TERM EXAMINATIONS NOVEMBER 2024 **DATA OPERATIONS LEVEL 1** **ITICOR0021A** – Apply Occupational Health and Safety Procedures **ITICOR0231A** – Operate a Personal Computer **ITINET1111A** – Operate Peripheral Devices **ITIDAT1101A** – Perform Data Entry Operations	

STUDENT NAME:		
FORM:	4 Gen 1&2/Business 2	**DATE OF EXAM:**
SUBJECT TEACHER:	Mr. Asley Smith	**DURATION: 2 hours**

INSTRUCTIONS TO CANDIDATES

- This exam consists of

- Read the instructions for each section carefully before attempting to answer.
- Note the marks awarded to each question before supplying your response.
- **Students must get a total of 60% or more to be deemed competent in this combined unit final assessment.**
- Do **All** questions on this paper.

SCORING COMMENT/FEEDBACK:

SECTION	SCORE	TOTAL REC'D
A	10	
B	10	
C	50	
TOTAL MARKS	70	

- _____
- _____
- _____
- _____
- _____
- _____

Competent	
Not Yet	
Competent	

PLEASE DO NOT TURN THIS PAGE UNTIL YOU ARE TOLD TO DO SO

1.

What is the primary purpose of Occupational Health and Safety (OHS) procedures in the workplace?

- ◯ **To increase company profits**
- ◉ ✓ **To ensure a safe and healthy work environment**
- ◯ **To reduce employee breaks**
- ◯ **To speed up work processes**

At least 1 correct, and max 0 wrong   1/1p

2.

Which of the following is NOT a common workplace hazard?

- ◯ **Poor lighting**
- ◯ ✓ **Ergonomic chairs**
- ◯ **Exposed electrical wires**
- ◉ ✗ **Slippery floors**

At least 1 correct, and max 0 wrong   0/1p

3.

 What should you do if you notice a damaged electrical cord on a computer?

- ◯ **Continue using it carefully**
- ◉ ✓ **Report it to a supervisor and avoid using it**
- ◯ **Tape it up and keep using it**
- ◯ **Ignore it if it still works**

At least 1 correct, and max 0 wrong   1/1p

4.

Which component is considered the "brain" of the computer?

- ◉ ✗ **RAM**
- ○ **Hard Drive**
- ○ ✓ **CPU**
- ○ **GPU**

At least 1 correct, and max 0 wrong   0/1p

5.

What is the correct shutdown procedure for a computer?

- ○ **Press the power button forcefully**
- ◉ ✓ **Select "Shut Down" from the operating system menu**
- ○ **Close all applications without saving**
- ○ **Unplug the computer directly**

At least 1 correct, and max 0 wrong   1/1p

6.

Why is it important to regularly update your computer's operating system?

- ○ **To slow down the computer**
- ◉ ✓ **To improve security and fix bugs**
- ○ **To change the desktop background**
- ○ **To increase the price of the computer**

At least 1 correct, and max 0 wrong   1/1p

7.

Which of the following is NOT a peripheral device?

- ○ **Printer**
- ○ **Monitor**
- ○ ✓ **CPU**
- ◉ ✗ **Keyboard**

At least 1 correct, and max 0 wrong   0/1p

8.

What should you do before disconnecting a USB device from a computer?

- ⊙ ⊗ **Pull it out quickly**
- ○ ✓ **Use the "Safely Remove Hardware" option**
- ○ **Turn off the computer first**
- ○ **Shake it gently to loosen it**

At least 1 correct, and max 0 wrong 0/1p

9.

What does CVQ stand for?Caribbean Vocational Qualification

- ⊙ ✓ **Caribbean Vocational Qualification**
- ○ **Computerized Vocational Quality**
- ○ **Certified Vocational Qualification**
- ○ **Caribbean Validation Qualification**

At least 1 correct, and max 0 wrong 1/1p

10.

What is the main purpose of a CVQ?

- ○ **To provide theoretical knowledge only**
- ○ ✓ **To certify workplace competence based on industry standards**
- ○ **To replace university degrees**
- ⊙ ⊗ **To increase taxes in the Caribbean**

At least 1 correct, and max 0 wrong 0/1p

11.

Which of the following is a benefit of obtaining a CVQ?

- ⊙ ⊗ **It guarantees a high-paying job immediately**
- ○ ✓ **It provides internationally recognized skills certification**
- ○ **It eliminates the need for further education**
- ○ **It allows automatic promotion in any company**

At least 1 correct, and max 0 wrong 0/1p

12.

Why is the CVQ important for Caribbean workers?

(●) ✓ **It ensures workers meet regional and international competency standards**

( ) **It replaces all other forms of education**

( ) **It is only useful for government jobs**

( ) **It prevents workers from changing careers**

At least 1 correct, and max 0 wrong   1/1p

13.

a)   It is acceptable to eat and drink near a computer workstation if you are careful

( ) **True**

(●) ✓ **False**

At least 1 correct, and max 0 wrong   1/1p

b)   Proper ergonomics prevents muscle strain when using a computer for long periods.

(●) ✓ **True**

( ) **False**

At least 1 correct, and max 0 wrong   1/1p

14.

Turning off a computer by unplugging it is a safe shutdown method.

(●) ✓ **False**

( ) **True**

At least 1 correct, and max 0 wrong   1/1p

15.

a)   True/False: Fire extinguishers should be used on electrical fires if they are labeled "Class C" or "CO⬚."

( ) ✓ **True**

(●) ✕ **False**

At least 1 correct, and max 0 wrong   0/1p

b)   A printer is considered an input device.

( ) **True**

(●) ✓ **False**

16.

USB is a universal standard for connecting peripherals like keyboards and flash drives.

⦿ ✓ **True**

◯ **False**

At least 1 correct, and max 0 wrong   1/1p

17.

RAM is volatile memory that loses data when the computer is turned off.

⦿ ✓ **True**

◯ **False**

At least 1 correct, and max 0 wrong   1/1p

18.

CVQs are only awarded for academic subjects, not technical skills.

⦿ ✓ **False**

◯ **True**

At least 1 correct, and max 0 wrong   1/1p

<div align="center">

SECTION II

</div>

READ THE QUESTIONS CAREFULLY AND ANSWER **<u>ALL</u>** THE QUESTIONS IN THIS SECTION.

19.

Instructions:

Look at the pictures in the table carefully.

From the list of words given **above the table**, choose the **correct name** for each input device shown.

Write the correct name (e.g., *Mouse, Scanner, Microphone*) in the box beside each image.

Word List to Use:

Mouse	Scanner	Barcode Reader	Joystick
Microphone	**Touchscreen**	**Touchscreen**	**Webcam**

a)

✓ **Mouse**	
✗ **barcode reader**	
✓ **microphone**	
✓ **touchscreen**	
✗ **scanner**	
✓ **joystick**	
✓ **webcam**	

At least 1 correct, and max all wrong	1/1p
At least 2 correct, and max all wrong	1/1p
At least 3 correct, and max all wrong	1/1p
At least 4 correct, and max all wrong	1/1p
At least 5 correct, and max all wrong	1/1p
At least 6 correct, and max all wrong	0/1p
At least 7 correct, and max all wrong	0/1p
	5/7p

b)
Instructions:

Look at each hardware component listed in the first column.
Select the box under the correct category that matches the function of each device:

	Input	Output	Processing	Storage
Speaker		✓ ■		
Multimedia Projector		✓ ■		
Hardrive				✓ ■
Microphone	✓ ■			
Scanner	✓			
External Harddrive				✓ ■
Keyboard	✓ ■			
Mouse	✓ ■			
Printer		✓ ■		
CD (Compact Disc)				✓ ■
DVD (Digital Versatile Disk)				✓ ■
Monitor		✓ ■		
Flash Drive				✓ ■

At least 1 correct, and max all wrong   1/1p
At least 2 correct, and max all wrong   1/1p
At least 3 correct, and max all wrong   1/1p
At least 4 correct, and max all wrong   1/1p
At least 5 correct, and max all wrong   1/1p
At least 6 correct, and max all wrong   1/1p
At least 7 correct, and max all wrong   1/1p
At least 8 correct, and max all wrong   1/1p
At least 9 correct, and max all wrong   1/1p
At least 10 correct, and max all wrong   1/1p
At least 11 correct, and max all wrong   1/1p
At least 12 correct, and max all wrong   1/1p
At least 13 correct, and max all wrong   0/1p
12/13p

20.

Instructions:Label the numbered parts of the spreadsheet interface below using the terms provided in the word bank.

Word Bank:

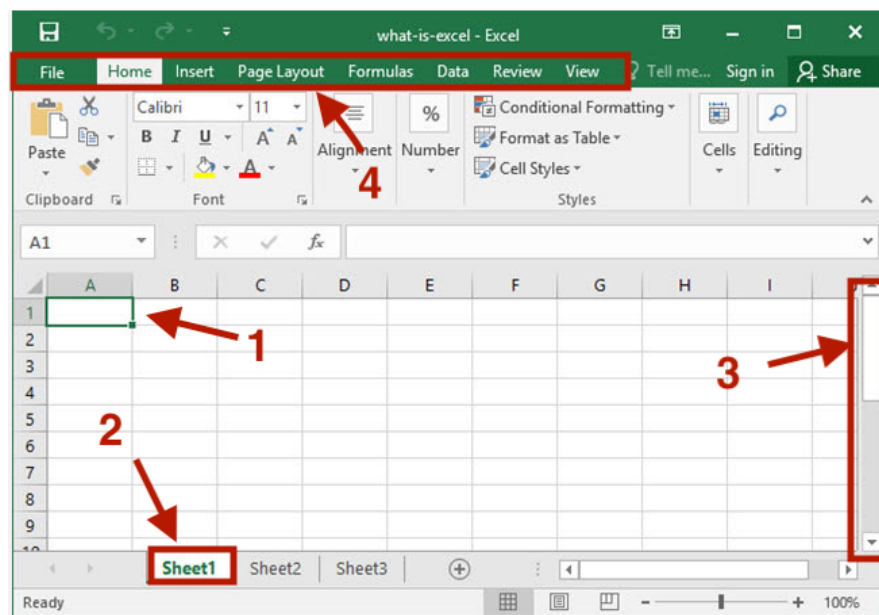**Worksheet Tab**   **Menu Bar / Ribbon**   **Vertical Scroll Bar**   **Active Cell**

Number	Name
1	✓ **active cell**
2	✓ **worksheet tab**
3	✓ **vertical scroll bar**
4	✗ **menu bar /ribbon**

At least 1 correct, and max all wrong   1/1p

Spreadsheet

You are employed as a **Sales Clerk** at **MetroMart Department Store**. Your supervisor has asked you to prepare a weekly sales summary report for selected items from the Home Essentials section.

1. **Calculate Total Sales** for each item in the table below.
2. Use the **SUM function** to calculate the **Grand Total** (sum of all Total Sales).

21.

	A	B	C	D
1	ITEM	Quantity Sold	Unit Price ($)	Total Sales ($)
2	Bath Towels	45	$8.50	✕ =sum(2a*2b)
3	Dish Sets	20	25.00	✕ =sum(3a*3b)
4	Laundry Baskets	30	12.75	✕ =sum(4a*4b)
5	Curtain Rods	15	18.00	✕ =sum(5a*5b)
6	Wall Clocks	10	35.00	✕ =sum(6a*6b)
7	**Grand Total**			✕ =sum(2a:45:3a:20:4a:30:5a:15:6a:10)

22.

<u>**SECTION IV**</u>

Case Study Scenario

TechSolutions Inc. is a company that specializes in providing computer hardware solutions for businesses and educational institutions. They are currently evaluating different output devices to recommend to their clients based on specific needs.

The company has received requests from four different clients:

1. A primary school looking for devices to assist visually impaired students.
2. A graphic design firm that needs high-quality large-format printing.
3. A corporate office requiring devices for presentations and meetings.
4. A music production studio that needs high-fidelity audio output.

As a Data Operations specialist at TechSolutions Inc., you have been tasked with analyzing the different output devices and recommending the most suitable ones for each client.

a) **Case-Based Questions (10 Marks)**

   11. For the primary school:

- Recommend two output devices that would assist visually impaired students. (2 marks)
- Justify your choices. (2 marks)

Answer:

> monitors- can help them to complete homework
> printer-can print work for them

12 words

Correct answer.   0/4p

b)   • **For the graphic design firm:**

- Which output device would be best for their large-format printing needs? (1 mark)
- Explain one feature that makes this device suitable. (1 mark)

Answer:

> monitor

Correct answer.   0/2p

c)
- **For the corporate office:**
    - Suggest two output devices they should use for presentations. (2 marks)
    - Briefly explain why these devices are appropriate. (2 marks)

Answer:

speaker and monitor

because speaker allows you to hear louder and monitor provides the info for the presentation

18 words

Correct answer.   1/4p

23.

- **For the music production studio:**
    - Why would speakers and headphones both be necessary? (2 marks)

Answer:

because speakers help you to hear aduios and headphons help you to constritate

13 words

Correct answer.   0/2p

24.

Sales_Report_YourName.xlsx

Correct answer.   -/0p