### ****Continuous Assessment Test****

**Total Marks: 100**  
**Duration: 3 Hours**

**Instructions:**

* Answer all questions.
* Ensure clarity and conciseness in your responses.
* Use examples where applicable.
* This test assesses both theoretical understanding and practical application of concepts.

#### **Section A: Technology Use** (30 Marks)

1. **Operating Computer Devices**  
   a. Describe the key guidelines for using computer devices in a workplace setting. (10 Marks)  
   b. Explain the importance of maintaining security and performing regular maintenance on computer devices. Provide examples. (10 Marks)  
   c. Discuss the implications of not adhering to workplace policies regarding computer usage. (10 Marks)
2. **Using Office Suite Software**  
   a. How should sensitive data be handled when using office suite software according to workplace policies? (5 Marks)  
   b. Illustrate how to effectively use office suite tools to ensure compliance with organizational standards. (5 Marks)  
   c. Describe a scenario where improper use of office suite software could lead to a problem in a workplace. (5 Marks)

#### **Section B: Problem-Solving and Cybersecurity** (30 Marks)

1. **Managing Data and Information**  
   a. What measures should be taken to ensure data security and accuracy in a workplace? (10 Marks)  
   b. Explain the data retention policies and their significance. (10 Marks)  
   c. Provide an example of how improper data management can affect organizational operations. (10 Marks)
2. **Applying Cybersecurity Skills**  
   a. What are the best practices for password management and phishing awareness in a workplace? (10 Marks)  
   b. Describe the steps to take if you receive a suspicious email. (5 Marks)  
   c. How do software updates contribute to cybersecurity? (5 Marks)

#### **Section C: Job Skills** (40 Marks)

1. **Job Search and Documentation**  
   a. Explain how to search for job opportunities based on your competencies. (10 Marks)  
   b. Describe the process of preparing a tailored resume and cover letter for a specific job opportunity. Include key elements that should be highlighted. (10 Marks)  
   c. Discuss how networking can assist in job searching and provide an example of effective networking strategies. (10 Marks)
2. **Interview Skills**  
   a. What are the critical components of preparing for a job interview? (5 Marks)  
   b. Explain how to demonstrate professionalism and effective communication during an interview. (5 Marks)  
   c. Describe the follow-up process after an interview and its importance. (5 Marks)

**Section A: Short Answer Questions (40 Marks)**

1. **Technology Use (10 Marks)**
   1. What are two key security measures that should be followed when operating computer devices in the workplace? (5 Marks)
   2. Explain why it is important to regularly update software and report hardware issues in a workplace setting. (5 Marks)
2. **Problem-Solving (10 Marks)**
   1. Describe a step-by-step approach to solving a complex workplace problem. (5 Marks)
   2. Why is it crucial to maintain data accuracy, and what are two methods to ensure it? (5 Marks)
3. **Cybersecurity (10 Marks)**
   1. List and explain two effective practices for managing passwords to ensure cybersecurity. (5 Marks)
   2. What is phishing, and how can employees protect themselves from phishing attacks? (5 Marks)
4. **Job Skills (10 Marks)**
   1. What are three important elements to include in a resume for a job application? (5 Marks)
   2. How should job applicants prepare for an interview to make a strong impression? Provide two key strategies. (5 Marks)

**Section B: Long Answer Questions (60 Marks)**

1. **Technology Use and Problem-Solving (30 Marks)**
   * **Question:** Discuss how adhering to workplace policies for technology use can impact both security and productivity. Provide a detailed example of a potential issue that could arise from non-compliance and suggest a comprehensive solution. (15 Marks)
   * **Question:** Describe a situation where you had to handle a complex problem related to technology or data management. Explain your approach, the steps you took, and how following workplace regulations influenced the outcome. (15 Marks)
2. **Cybersecurity and Job Skills (30 Marks)**
   * **Question:** Explain the role of cybersecurity in protecting organizational data and systems. Provide detailed examples of how specific cybersecurity practices (e.g., password management, software updates) can prevent potential threats and maintain data integrity. (15 Marks)
   * **Question:** How can job seekers effectively prepare their job documentation (e.g., resumes, cover letters) and interview skills to align with job opportunities? Discuss the importance of tailoring these elements with examples of how this customization can impact the hiring process. (15 Marks)