Electronic Data Processing (EDP) Department

CHAPTER 18: The Electronic Data Processing (EDP) Department

PASTPAPERS

1   SEC'94-PAPER 1-Q11

From the following list of personnel commonly found in large data processing departments, choose any THREE and briefly describe their job responsibilities:

systems analyst   programmer   computer operator   file librarian

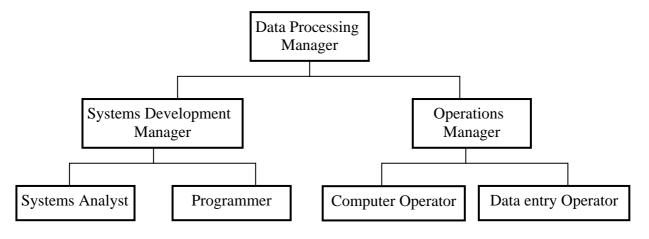*operations manager   computer engineer   data processing manager*

a._____
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_____   **[3]**

b._____
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_____   **[3]**

c._____
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_____   **[3]**

In its data processing department a company employs **system analysts technical support staff** and **data entry operators**.

a.   Define the work of the three types of jobs mentioned above. **[3]**

b.   The data entry operators have to verify and ensure validation of data handled. What is the difference between **verification** and **validation** of data? **[4]**

c.   Name **three** types of validation checks which may be used, giving an example of each. **[3]**

d.   During the course of work, a data entry operator calls on the technical support staff complaining that the printing facility is not working. Mention **three** basic things which a technical support officer will check. **[3]**

e.   From time to time, the system analyst controls and reviews the computerized systems of the company.

   i.   Why is the routine job carried out? **[2]**

   ii.   What possible decisions might be taken by the systems analyst as a result of this task? **[2]**

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3 SEC'96-PAPER 2B-Q6

The diagram below shows how the personnel of a data processing department are organized:

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                    ┌─────────────────┐
                    │ Data Processing │
                    │     Manager     │
                    └─────────────────┘
              ┌────────────┴────────────┐
    ┌──────────────────┐       ┌──────────────────┐
    │ Systems Development │     │    Operations    │
    │      Manager      │       │     Manager      │
    └──────────────────┘       └──────────────────┘
      ┌──────┴──────┐            ┌──────┴──────┐
┌──────────────┐ ┌────────────┐ ┌──────────────────┐ ┌──────────────────┐
│Systems Analyst│ │ Programmer │ │ Computer Operator│ │Data entry Operator│
└──────────────┘ └────────────┘ └──────────────────┘ └──────────────────┘
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    a.   Briefly describe the duties performed by each of the seven personnel show in the diagram. **[2x7]**

    b.   Mention ONE OTHER type of personnel who might be employed in a data processing department, and describe his/her duties. **[I,2]**

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4   SEC'97-PAPER 1-Q12

Which **five** of the following personnel commonly employed in a large Data processing department would be responsible for each of the tasks listed below

DP manager   *Systems Analyst*   *programmer*   *Computer Operator*

Data Clerk   *File Librarian*   *Telecommunications Operator*

Maintenance Engineer

Task

a.   Ensures printers are kept loaded with paper. _____   **[1]**

b.   Codes and debugs software _____   **[1]**

c.   Produces a set of specifications for a proposed system _____   **[1]**

d.   Locates and repairs hardware faults_____   **[1]**

e.   Takes care of the overall running of the department _____   **[1]**

5   SEC'98-PAPER 2B-Q6C

What role do each of the following play in the system life cycle?

Systems analyst

Programmers

Computer operators

[3x2]

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a.   What is a *data processing department*? Mention *three* of its functions.   **[4]**

b.   In a data processing department one can find various personnel whose roles differ from one another. Mention *three* such personnel and briefly describe their duties.   **[3]**

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(a) Outline the duties if the following personnel:

      (i)   Data Processing manager

      (ii)   System Programmer

      (iii)   Application Programmer

      (iv)   File librarian

      (v)   Maintenance Engineer   **[15]**

(b) What different skills are required from a tester than from a programmer and system analyst?   **[2]**

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8   SEC '02-PAPER 1-Q10

From the following list of personnel commonly found in large data processing departments, choose any THREE and briefly describe TWO of their job responsibilities.

Computer operator   *Programmer*   *Web master*

Data Clerk   *Systems Analyst*   [6]

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Outline the duties of the following Data Processing (DP) department personnel:

  System Administrator

  Programmer

  Lab Technician

  Information System Manager.   **[12]**

Compare and contrast *off-the-shelf* to *tailor-made* applications.   **[5]**

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10 SEC '03-PAPER 1 Q7

Mention TWO main duties for each of the following computer personnel.

a. network manager **[2]**

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b. database administrator **[2]**

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…………………………………………………………………………………………

c. webmaster **[2]**

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(a) Computer languages are classified as Low Level and High Level. State **TWO** advantages and **ONE** disadvantage of High Level Languages compared to Low Level Languages.   **[3]**

(b) Write which of the following languages are high-level and which are low level.   **[2]**
   (i)   Assembly language;   (iii) FORTRAN;
   (ii) COBOL;   (iv) Machine code.

(c) Give **ONE** application of each. (e.g. keyboard: word processing):   **[4]**
   (i)   mouse;   (iii) microphone;
   (ii) bar-code reader;   (iv) touch screen.

(d) Software can be purchased off-the-shelf or it can be tailor-made. Explain **ONE** advantage of each type of software.   **[2]**

(e) Write down:
   (i)   **THREE** duties of an Information Systems Manager;   **[3]**
   (ii) **THREE** duties of a Web master.   **[3]**

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12   SEC '05-PAPER 1 Q8

Mention TWO responsibilities one would expect each of the following personnel in a large Data Processing (DP) department to have:

(a) application programmer;   **[2]**

    (i) _____

    (ii) _____

(b) data entry operator;   **[2]**

    (i) _____

    (ii) _____

(c) web master;   **[2]**

    (i) _____

    (ii) _____

(d) lab technician.   **[2]**

    (i) _____

    (ii) _____

a)   What is the function of a file server in a local area network?   **[2]**

b)   Give TWO advantages of a local area network.   **[2]**

c)   Mention FOUR responsibilities of a network manager.   **[4]**

d)   How can you protect a computer system against viruses?   **[3]**

e)   Explain the following terms:
                                                                                        [6]
    i.   Electronic Mail;

    ii.   Video Conferencing;

    iii.   World Wide Web.

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