UGANDA INSTITUTE OF INFORMATION AND COMMUNICATIONS TECHNOLOGY
END OF SEMESTER EXAMINATIONS

ACADEMIC YEAR 2025/2026

PROGRAMME(S): DIPLOMA IN INFORMATION TECHNOLOGY FOR BUSINESS (DITB)

YEAR OF STUDY: ONE SEMESTER TWO

COURSE: DIGITAL LITERACY II (FIRST SHIFT)

COURSE CODE : ICT125

DATE: SATURDAY 27TH, JUNE 2026

TIME: 9:00 AM – 12:00 PM

DURATION: 3 HOURS

VENUE: LAB 1, LAB 2, LAB 3, SEMINAR ROOM, ITU, ELECTRONICS LAB, SMART IDEAS LAB (HUB)

INSTRUCTIONS:
This paper consists of two sections A and B.
Attempt all questions from section A and any ONE question from section B

SECTION A (70 MARKS)

QUESTION 1

UICT training Institution has realized that the number of there trainees is rapidly increasing and its has become hard for the administrators to manage the information about these trainees manually. You are required to help them design a simple Database that can help them to handle their information.

a) Create a database for the institution and name it UICT_DB (2Mrks).

b) Create a table named UICT_table with an appropriate primary key (10mrks).

STUDENT ID	FNAME	LNAME	DISTRICT	GENDER	COURSE	TUITION
B001	Harriet	Akelo	Kamuli	Female	NCIT	900000
B002	Sandra	Kisakye	Lira	Female	NCAF	800000
B003	Joy	Akoth	Gulu	Female	NCHIC	950000
B004	John	Opio	Kamuli	Male	NCAF	800000
B005	Alex	Akoniki	Kamuli	Male	NCIT	900000
B006	Andrew	Okello	Gulu	Male	NCIT	900000
B007	Micheal	Okumu	Kampala	Male	NCHIC	950000

c) Create a form called Student_form and use it to capture the information in the table above

(8Mrks)

d) Create a query to show students from Kamuli district, name it Kamuli. (05Mrks).

e) Create a query the display students that pay tuition which is greater than 800000 name it Class A. (05Mrks).

f) Generate a report from class A and name it Class A report (02Mrks).

g) Generate a report with the data given in the table name it All (02Mrks).

h) Create a folder on the desktop and save your Database in the folder created name it your first name and last name. (1Mrks).

Question Two

ABD is a company that assembles computers and employs a number of people (employees). Depending on one's salary amount, some employees are liable for bonuses at the end of the month while others are not. The company expects to open another branch in Kaliro and so the number of employees is expected to increase. With the existing manual system, the human resource officer has detected a problem and she will not be able to handle her monthly payroll. ABD through their procurement officer has contacted you proposing that, as an ICT expert, develop them a software package to facilitate the monthly salary payments.

The table below shows a list of existing employees and their salaries. Employees with a salary that is above 1.5 million UGX are eligible for a 15% bonus while the rest are eligible for only a 10% bonus of their base salary. Use the data in the table below to answer the questions that follow.

Table 1: Salaries

Name	Position	Base Salary (UGX)	Bonus (%)	Eligible for Bonus?
Alice	Manager	1,950,000	15%	Yes
Ben	Technician	1,100,000	10%	No
Claire	HR Officer	1,850,000	15%	Yes
David	IT Specialist	1,180,000	10%	No
Emily	Administrator	1,900,000	15%	Yes

Required

(a) Open a Microsoft Excel worksheet and enter the data in the table above considering only the first three columns above. **(05 marks)**

(b) Insert columns named **Bonus** and **Total Salary**. **(02 marks)**

(c) Using an Excel formula, calculate the:

(i) Bonuses for each of the employees. **(04 marks)**

(ii) Salary for each employee, considering bonuses for all. **(04 marks)**

(iii) The company's expenditure (Total salaries). **(04 marks)**

(iv) Employees with the highest and lowest salaries. **(04 marks)**

(d) Insert a **Bar Graph** to display the salary earned by each of the employees. **(04 marks)**

3. Include the following details:

   Courses Offered:

   - Computer Applications
   - Graphic Design
   - Web Development
   - Cybersecurity

   - Duration: 3 Months
   - Venue: Kampala Campus
   - Contact: 0700 123456
     (4 Marks)

4. Insert at least one relevant image. (4 Marks)
5. Apply an attractive color scheme and page border. (3 Marks)
6. Use WordArt for the title. (2 Marks)
7. Add a footer containing your name and registration number. (4 Marks)
8. Save the publication as **PublisherExam.pub**. (3 Mark)