

NAMIBIA UNIVERSITY
OF SCIENCE AND TECHNOLOGY
Faculty of Management Sciences
Department of Management
Section of Business and Information Administration

QUALIFICATION: Bachelor of Office Management and Technology	
QUALIFICATION CODE: 07BOMT	LEVEL: 7
COURSE: Information Administration 3B (PAPER 2)	COURSE CODE: IAD720S
DATE: January 2020	SESSION: 1
DURATION: 2 Hours	MARKS: 100

SECOND OPPORTUNITY/SUPPLEMENTARY EXAMINATION QUESTION PAPER	
EXAMINER(S)	Ms du Plessis
MODERATOR:	Ms Z du Plessis

THIS QUESTION PAPER CONSISTS OF 9 PAGES
(Excluding this front page)

INSTRUCTIONS

1. Answer ALL the questions.
2. Write clearly and neatly.
3. Number the answers clearly.

PERMISSIBLE MATERIALS

1. Examination paper.
2. Examination script.

QUESTION 1

MARKS: 20

TIME ALLOWED: 10 MINUTES

Type the following passage accurately in 1.5 line spacing. Use the font Courier New, font size 12. The passage allows for speed limits of 35, 40 and 45 words per minute. The required speed for this examination is **40 words per minute**.

Computer programs are usually known by the general term software, as compared with the term hardware, which refers to the equipment itself, the parts you can see and touch. With thousands of software programs on the market, it is obviously not easy for the buyer to make a decision about the most appropriate one for his business needs. One way of finding out what is available on the market is to consult a software directory, usually in the form of a catalogue, which lists the various types of packages, the name, price and supplier of the software, together with a brief description of the software package.

A company must decide what kind of application is best suited to its needs. Having made a decision the most suitable package must be chosen. Selecting a program at random is not the most efficient way. Software packages are regularly reviewed in journals and magazines related to business computing. The purchaser can at least start to identify some relevant names, and it is then possible to ask colleagues in other companies if they have experience with the programs.

When a short list of potentially useful packages has been identified the buyer should ask for a demonstration from the supplier, preferably using data from the buyer's own business, to try and identify the suitability of the choice.

2.

The software market is developing all the time, and one of the more recent developments is the area of integrated software, an area of greater developments to come. The concept of integrated software is that, by integrating database, word processing, spreadsheet and graphics programs, the user can move from one program to another (35 w.p.m.) to produce a document containing the combined information.

The question of copyright is very much in the news at present. It is a very complicated field and there are legal problems which have not yet been solved. However, purchasers and users should (40 w.p.m.) be aware that copyright does apply to programs used on computers.

Many purchasers, having bought a software package, then believe that if they have a number of identical computers, they are entitled to copy the program onto several other disks, (45 w.p.m.) so that it can be used on all the workstations at the same time.

QUESTION 2

MARKS: 30

Type the following TABULAR STATEMENT neatly on A4 Landscape paper and follow the instructions carefully.

VEHICLES AND NON-VEHICLES INVOLVED

ROAD TRAFFIC ACCIDENTS

Arial Black, 14, cent, s/s

3pt solid line inside Border
2 1/4 pt double line Outside Border

YEAR ¹ ↓ Bottom Cent.	INVOLVED VEHICLES trs / cent				OTHER VEHICLE /del		NON-VEHICLES INVOLVED cent			MAMMALS/del ANIMALS stet
	TOTAL ↓ Bottom Cent.	MOTOR AND MINI- MOTOR CAR	COMMERCIAL VEHICLE AND CYCLE	MOTOR CYCLE	VEHICLES /del		TOTAL ↓ Bottom Cent	PEDESTRIANS	TRAIN AND FIXED OBJECTS	
2011	252 516	172 063	55 000	8 157	5278 /del	38 500	12 000	8500	3400	
2014	265 838	183 234	60 000	8 000	4900	39 500	13 200	7300	2500	
2012	286 136	199 394	52 000	8500	5556	37 500	11 000	8600	1700	
2013	294 009	99 707	65 000	9600	3355 /del	38 600	10 500	7000	1600	
2010	339 689	98 600	70 000	11 200	4000	37 600	11 200	6500	2400	
		64 000 /del	64 000 /del	3550					2300	stet

d/s and chronological

1 Five year period. Bold, Arial 10.

* Apply a 15% Grey fill to Year and Total Columns.

* ALL Headings Bold

QUESTION 3

MARKS: 20

Type the following extract of a **BILL OF QUANTITIES** neatly and apply the correct layout. Read the instructions below carefully.

INSTRUCTIONS

- ❖ Use Font Arial, 12 for this document unless indicated differently.
- ❖ Insert the column headings and wrap text as indicated. Apply a 25 % grey fill to these headings. Adjust the row height to fit the contents.
- ❖ Centre columns 1, 3 and 4 and bold the contents of column 1.
- ❖ The row height for this document is 25.
- ❖ There is NO cover page.
- ❖ Insert your details in the header and print one copy.

BILL (E) - ELECTRICAL WORKS } d/s Arial 14, Bold
 CITY OF WINDHOEK

→ Copy headings to 2nd page

Bold size 14

ITEM NO.	DESCRIPTION	UNIT	QTY.	UNIT PRICE
1	LIGHTINGS FITTINGS <i>Bold</i>			
	<i>starters, rigid PVC conduits.</i>			
1.1	Supply, install, connect & test fluorescent Fluorescent lighting fixture 2x36w complete with lighting tubes 36w, choek , condensers, <i>choke,</i>	No	5	
1.2	Ditto, as (1) but emergency backup power built in, for duration 3 hours.	No	4	
	<i>Delete this row</i>			
1.4	Supply, install, connect and test 6" Extractor fan with <i>250cfm</i> , complete with PVC conduits, boxes, wiring & all necessary accessories. <i>morable louvers,</i>	No	4	
1.4	Ditto, as (1) but water and dust proof IP65.	No	1	
	<i>2.1</i>			
2	SWITCHES AND SOCKETS <i>Bold</i>			
	<i>220v, 13A</i>			
	Supply, install, connect and test single pole one way switch, complete with PVC conduits, wiring, cover and all necessary accessories.	No	2 1	/del
2.2	Ditto, but <i>proof</i> water. /trs	No	1	
2.3	Ditto, but one way, two pole switch.	No	4	
TOTAL CARRIED FORWARD → <i>Bold, 14, cent (all pages)</i>				

QUESTION 4**MARKS: 30**

Type the following **BROCHURE** neatly and apply the correct layout.
Follow the instructions carefully.

Open the following BUILD IN brochure template to complete the question:

Category: More Installed templates: Informational

Name of Brochure: Bubbles

- ✓ Use the information provided on the following 2 pages to change the contents of the template.
- ✓ Adhere to all manuscript instructions.
- ✓ Save frequently.
- ✓ PRINT one copy.
- ✓ Do not fold the brochure.

WANT TO SUCCEED?

Get this exciting course help you build your career in office, or Secretarial fields.



Comic Sans, 14, bold, cent

Retain NO CAPTION

move a bit upwards.

Comic Sans, 14, cent, bold

Insert your details in a text box in this part of the brochure.

administration

Delete organization part

PERCON Bodoni MT Black, 12



insert

TEL: (011) 886-2647 E-MAIL: percon1@hot.co.za

Comic Sans, 8, Bold Delete other fields

Repeat (same as previous)

Bodoni MT Black 16, cent



OFFICE EXCELLENCE

We will get you there!

Business Tagline or Motto

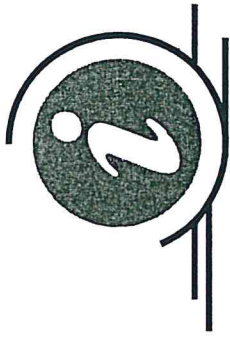
Comic Sans, 12, bold, cent

Tel: 555 555 5555

change del

COURSE INFORMATION

Bodoni MT Black, 16, cent



Remove picture and insert Clip Art above, cent.

DATES: 10 - 20 June 2015

COST: N\$ 3800,00

VENUE: Safari Court

CONTACT: John Sunya

TEL: (+264) 61 200007

Type below Clip Art

Comic Sans, 12, bold + cent.

Retain given spacing:..

Comic Sans 14, bold + cent

Secondary heading:

What past delegates

say:

"It's build up my confidence—I have learned to believe in myself."

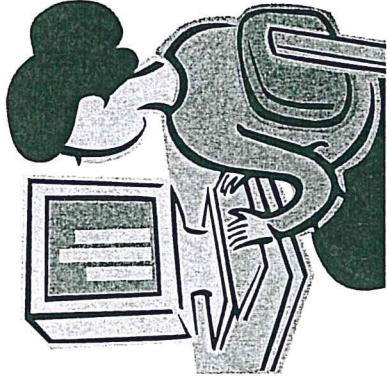
"This programme has helped become / be a professional."

"I now know where I'm going & what I have to do to be a success."

"It's so practical & valuable."

(Delete picture)

Comic Sans, 12, bold

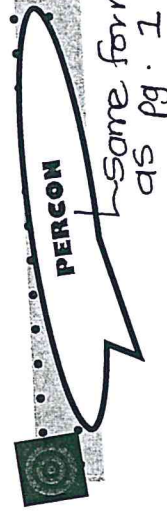


h of a Secretary

Insert Clip Art, resize and cent, no caption (Delete given picture)

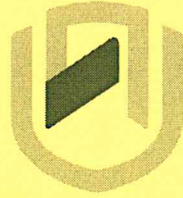
DEVELOPMENT AND TRAINING

Cent Bodoni MT Black, 18



Same format as pg. 1

* delete business information



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Section Business and Information Administration

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COURSE Information Administration 3B (PAPER 2)	COURSE CODE: IAD720S
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SECOND OPPORTUNITY/SUPPLEMENTARY EXAMINATION MEMORANDUM	
EXAMINER(S)	Ms du Plessis
MODERATOR:	Ms Z du Plessis

THIS MEMORANDUM CONSISTS OF 7 PAGES
(Excluding this front page)

Computer programs are usually known by the general term software, as compared with the term hardware, which refers to the equipment itself, the parts you can see and touch. With thousands of software programs on the market, it is obviously not easy for the buyer to make a decision about the most appropriate one for his business needs. One way of finding out what is available on the market is to consult a software directory, usually in the form of a catalogue, which lists the various types of packages, the name, price and supplier of the software, together with a brief description of the software package.

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$$A + D = \overline{20}$$

ROAD TRAFFIC ACCIDENTS VEHICLES AND NON-VEHICLES INVOLVED

Headings ✓

YEAR ¹ ✓	VEHICLES INVOLVED					NON-VEHICLES INVOLVED			
	TOTAL	MOTOR VEHICLES			OTHER VEHICLE	TOTAL	TRAIN AND FIXED OBJECTS	PEDESTRIANS	ANIMALS
		MOTOR CAR AND MINI-BUS	COMMERCIAL VEHICLE AND BUS	MOTOR CYCLE					
2010	252 516	172 063	55 000	8 157	5 470	38 500	8 500	12 000	3 400
2011	294 009	183 234	60 000	9 000	4 900	39 500	7 300	13 200	2 500
2012	286 136	199 394	52 000	8 500	5 556	37 600	8 600	11 000	1 700
2013	265 838	98 600	65 000	9 600	3 550	38 600	7 000	10 500	1 600
2014	339 689	99 707	64 000	11 200	4 000	37 500	6 500	11 200	2 300

Fill ✓

} ✓

} ✓

¹ Five year period.

CB ✓
IB ✓
HS ✓
VS ✓
Fg ✓

$$\overline{D15} \overline{A15} = \overline{30}$$

BILL (E) - ELECTRICAL WORKS
CITY OF WINDHOEK

Cent Col ✓

ITEM NO.	DESCRIPTION	UNIT	QTY.	UNIT PRICE
1	LIGHTING FITTINGS			
1.1	Supply, install, connect and test fluorescent lighting fixture 2x36w complete with lighting tubes 36 w, choke, condensers, starters, rigid PVC conduits.	No	5	
1.2	Ditto, as (1) but emergency backup power built in, for duration 3 hours.	No	4	
1.3	Supply, install, connect and test 6" Extractor fan with movable louvers, 250cfm, complete with PVC conduits, boxes, wiring and all necessary accessories.	No	4	
1.4	Ditto, as (1) but water and dust proof IP65.	No	1	
2	SWITCHES AND SOCKETS			
2.1	Supply, install, connect and test single pole one way switch, 220v, 13A complete with PVC conduits, wiring, cover and all necessary accessories.	No	1	
2.2	Ditto, but water proof.	No	4	
2.3	Ditto, but one way, two pole switch.	No	1	
TOTAL CARRIED FORWARD				

✓

✓

ITEM NO.	DESCRIPTION	UNIT	QTY.	UNIT PRICE ✓
2.4	Supply, install , connect and testing single socket			
	outlet 16A, 220v, 2pE for flush or surface mounting			
	complete with PVC conduits.	No	11	
2.5	Ditto, but water-proof type.	No	1	
2.6	Supplying and erecting telephone socket outlet, flush			
	type including 6 wire telephone cable.	No	2	
3	GROUNDING SYSTEM			
3.1	Supply, install and commission complete			
	grounding system including all required galvanized			
	35x3 mm steel sheet, cables earthing pits according			
	to drawings, specification and engineers			
	instructions.	L.S.	1	
	Cd + Spacing ✓			
TOTAL CARRIED FORWARD ✓				

$$D_{10} A_{10} = \overline{20}$$

WANT TO SUCCEED?

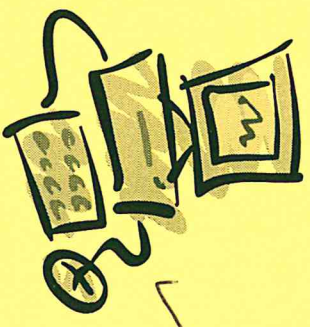
Let this exciting course help you build your career in the office, administration or secretarial fields.



Template ✓
Font ✓



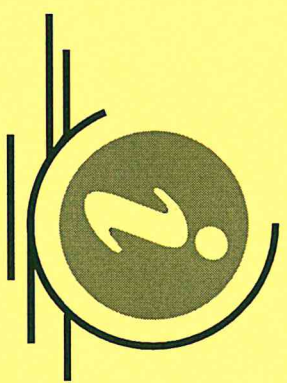
TEL: (011 886-2647
E-MAIL: percon1@hotmail.co.za



OFFICE EXCELLENCE

We will get you there!

COURSE INFORMATION



DATES: 10—20 June 2015

COST: N\$3800,00

VENUE: Safari Court

CONTACT: John Suuya

TEL: (+264) 61 200007

What past delegates say:

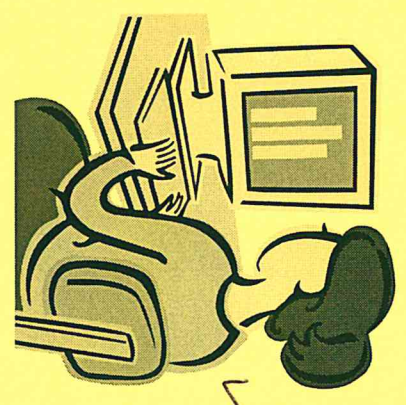
"It's build up my confidence—I have learned to believe in myself".

"This programme has helped me become a professional."

"I now know where I'm going and what I have to do to be a success."

"It's so practical and valuable."

$\overline{D15} \overline{A15} = \overline{30}$



DEVELOPMENT AND TRAINING



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