

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

| | |
|--|-----------------------------|
| QUALIFICATION: Bachelor of Office Management and Technology | |
| QUALIFICATION CODE: 07BOMT | LEVEL: 7 |
| COURSE: Information Administration 3B (PAPER 3) | COURSE CODE: IAD720S |
| DATE: November 2019 | SESSION: 1 |
| DURATION: 1 ½ Hours | MARKS: 80 |

| FIRST OPPORTUNITY EXAMINATION QUESTION PAPER | |
|---|-----------------|
| EXAMINER(S) | Ms du Plessis |
| MODERATOR: | Ms Z du Plessis |

THIS QUESTION PAPER CONSISTS OF 6 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.

- 🔗 Open a blank PowerPoint presentation and use the information provided to create a new presentation.
- 🔗 Make sure to format each slide according to the instructions.
- 🔗 Read carefully and SAVE frequently
- 🔗 Insert slide numbers to the slides and page numbers to the handouts
- 🔗 Print the presentation as 2 slides per page and insert your name and student number in the handout header
- 🔗 Also print notes pages of the respective slides separately

Important instructions for the presentation:


FONT: Arial Black

DESIGN for all slides: WISP

TITLE FORMAT (from slide 2 onwards) Arial Black, 40, red, cent.

ARRANGE the slides in the correct order from 1 - 8

SLIDE 1: TITLE SLIDE



Insert from Online Pictures
Bing Search: Clip Art Budget
Resize middle top of Slide
Metal Oval Style

NAMIBIA BUDGET (Red, 54)

2018/2019 Budget Overview (Default, 28)

SLIDE 2: TITLE AND CONTENT

BUDGET SNAPSHOT

Default, 20

The Minister of Finance announced that the 2018/19 budget provides a three-split set of fiscal policy actions. This includes continued reduction in the budget deficit, a growth stimulus package, centered on industrial development and tax policy, changes to generate about N\$ 500 million annually in additional revenue.

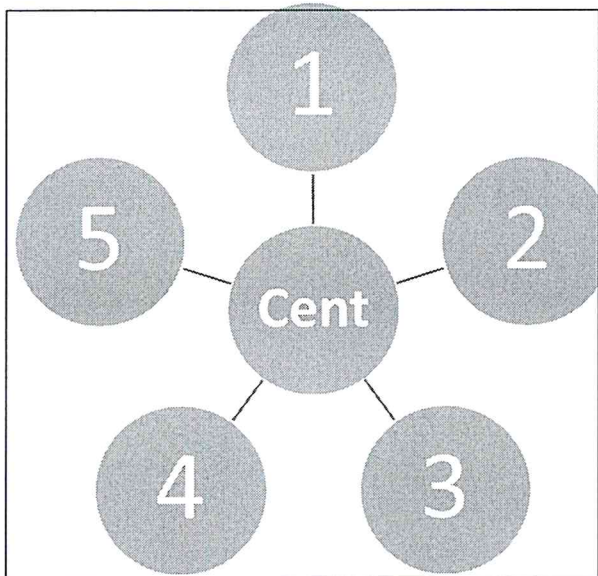
The Minister warned that the public wage bill should be managed more effectively, with specific wage bill reduction target ratios.

NOTES PAGES

The Minister of Finance stated that inflation has been on a downward trend, slowing from 6,7 % in 2016 to 6,2 % in 2017 to 3,6 % by January 2018.

SLIDE 4: TITLE AND CONTENT

TITLE: EXPENDITURE



Insert a Canvas Texture Background for this slide only.

Insert SmartArt Graphic: Basic Radial Colorful - Accent colors

Add one shape

Inside text: 14, except cent one, 16

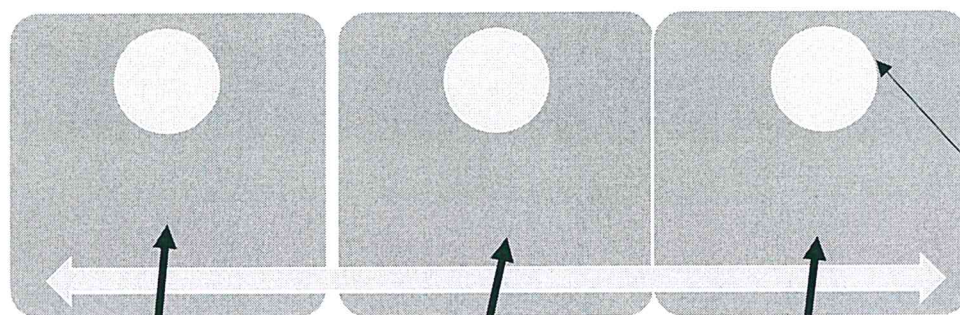
Text:

- 1. Subsidies and other Transfers N\$15,77 mil
 - 2. Capital Transfers N\$0,796 mil
 - 3. Interest and Borrowing N\$5,782 mil
 - 4. Personal N\$28,993 mil
 - 5. Goods and Services N\$6,196 mil
- Cent: Operational

SLIDE 3: TITLE AND CONTENT

TITLE: FISCAL TARGETS

SmartArt Graphics: Continuous Picture List
Style: Metallic Scene



Spending as % of
GDP 35, 2 %

Deficit as % of
GDP -4,5 %

Revenue as % of
GDP 30,7 %



Insert from Online Pictures
Bing Search: Clip Art of Money
Insert in place holders on slide (x3)

Text in shapes Size 20

SLIDE 6: CONTENT WITH CAPTION**TITLE: REVENUE AND EXPENDITURE (Size 32)**

| | | | | |
|--|----------|---------|---------|---------|
| <i>Total revenue for 2018/19 is estimated at N\$56,70 billion, about 1,3 % decline from the estimated outturn for 2017/18.</i> | | 2017/18 | 2018/19 | 2019/20 |
| | Revenue | 56,811 | 66,054 | 9,243 |
| | Expenses | 56,696 | 65,033 | 8,306 |
| | Deficit | 57,743 | 65,682 | 7,939 |

**Insert 3-d Clustered Column Chart
Quick Layout 4**

Size 20

SLIDE 5: TITLE AND CONTENT

Insert Table with solid 3pt red inside borders.
Table Style: Medium Style 2 - Accent 1

| N\$ Millions | | | |
|-----------------------------|---------------|---------------|-----------------|
| | 2017 | 2018 | Increase |
| Education, Arts and Culture | 13,448 | 13,483 | 0,3 % |
| Finance | 9,012 | 9,828 | 9,1 % |
| Health and Social Services | 7,306 | 6,537 | -10,5 % |
| Defense | 6,403 | 5,959 | -6,9 % |
| Safety and Security | 5,332 | 5,171 | 3,0 % |
| Transport | 5,598 | 3,474 | 37,9 % |
| Higher Education | 5,748 | 3,439 | 43,8 % |
| Urban Development | 2,450 | 3,232 | 12,2 % |
| Other | 15,247 | 10,993 | 28,0 % |
| TOTAL | 73,894 | 64,271 | -13,0% |

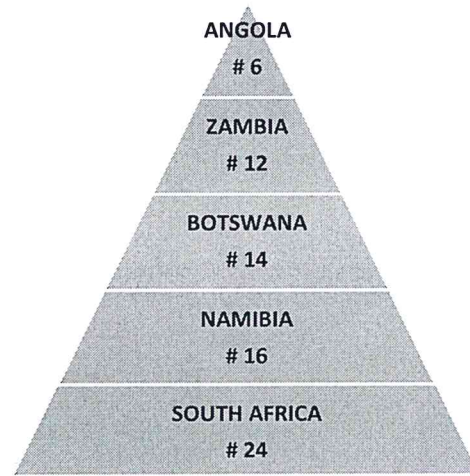
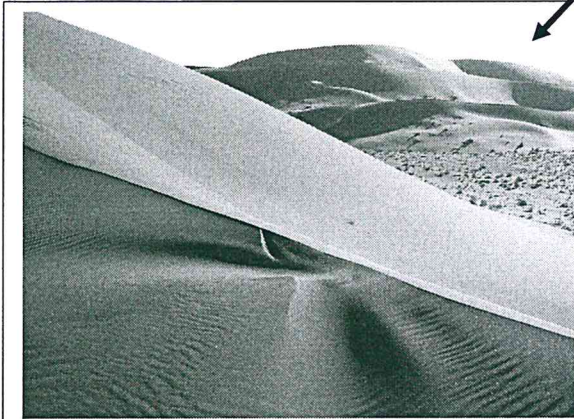
Headings: 16

**Contents:
14**

TITLE: EXPENDITURE BY DEPARTMENT

SLIDE 8: TWO CONTENT

Insert from Online Pictures
Bing Search: Namib Desert



Insert textbox below picture:

Size 18

Namibia ranked 16th for the ease of paying taxes in Africa

SmartArt Graphic: Basic Pyramid

Style: Inset

Add 3 shapes

Font size 14

**TITLE:
NAMIBIA'S RANKING**

NOTES TO SLIDE 5

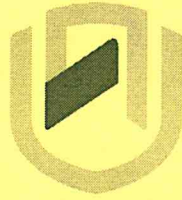
In the social sector the resource allocation to education, health, housing and land servicing are scaled-up to enhance increased access to services

SLIDE 7: TWO CONTENT

TITLE: NON-TAX REVENUE

| <p>•Entrepreneu rial and Property Income 9 % 661 mil</p> <p>•Admin and charges 78 % 2,699 mil</p> <p>•Fines and Forfeitures 2 % 82 mil</p> <p>Size 14 Size 16 Cent All shapes</p> | <p>2018/19 Excise Duty effective 21/2/18</p> <table border="1"> <thead> <tr> <th>PRODUCT</th> <th>Excise Duty Increase</th> </tr> </thead> <tbody> <tr> <td>Malt Beer</td> <td>15 c per 340 ml</td> </tr> <tr> <td>Unfortified Wine</td> <td>23 c per 750 ml</td> </tr> <tr> <td>Fortified Wine</td> <td>28 c per 750 ml</td> </tr> <tr> <td>Sparkling Wine</td> <td>73 c per 750 ml</td> </tr> <tr> <td>Ciders</td> <td>15 c per 340 ml</td> </tr> <tr> <td>Spirits</td> <td>N\$4.80 per 750 ml</td> </tr> <tr> <td>Cigarettes</td> <td>N\$1,22 per packet of 20</td> </tr> </tbody> </table> <p>Insert Table: Style 2 - Accent 1 Headings size 14, contents size 12</p> | PRODUCT | Excise Duty Increase | Malt Beer | 15 c per 340 ml | Unfortified Wine | 23 c per 750 ml | Fortified Wine | 28 c per 750 ml | Sparkling Wine | 73 c per 750 ml | Ciders | 15 c per 340 ml | Spirits | N\$4.80 per 750 ml | Cigarettes | N\$1,22 per packet of 20 |
|---|--|---------|----------------------|-----------|-----------------|------------------|-----------------|----------------|-----------------|----------------|-----------------|--------|-----------------|---------|--------------------|------------|--------------------------|
| PRODUCT | Excise Duty Increase | | | | | | | | | | | | | | | | |
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| Cigarettes | N\$1,22 per packet of 20 | | | | | | | | | | | | | | | | |
| <p>SmartArt Graphic: Bending Picture Accent List</p> <p>Copy Clip Art from slide 3 and insert in each shape where picture placeholders are.</p> | | | | | | | | | | | | | | | | | |

This is the end of the presentation of 8 slides
TOTAL: 80



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| FIRST OPPORTUNITY EXAMINATION MEMORANDUM | |
|---|------------------------|
| EXAMINER(S) | Ms du Plessis |
| MODERATOR: | Ms Z du Plessis |

THIS MEMORANDUM CONSISTS OF 8 PAGES
(Excluding this front page)

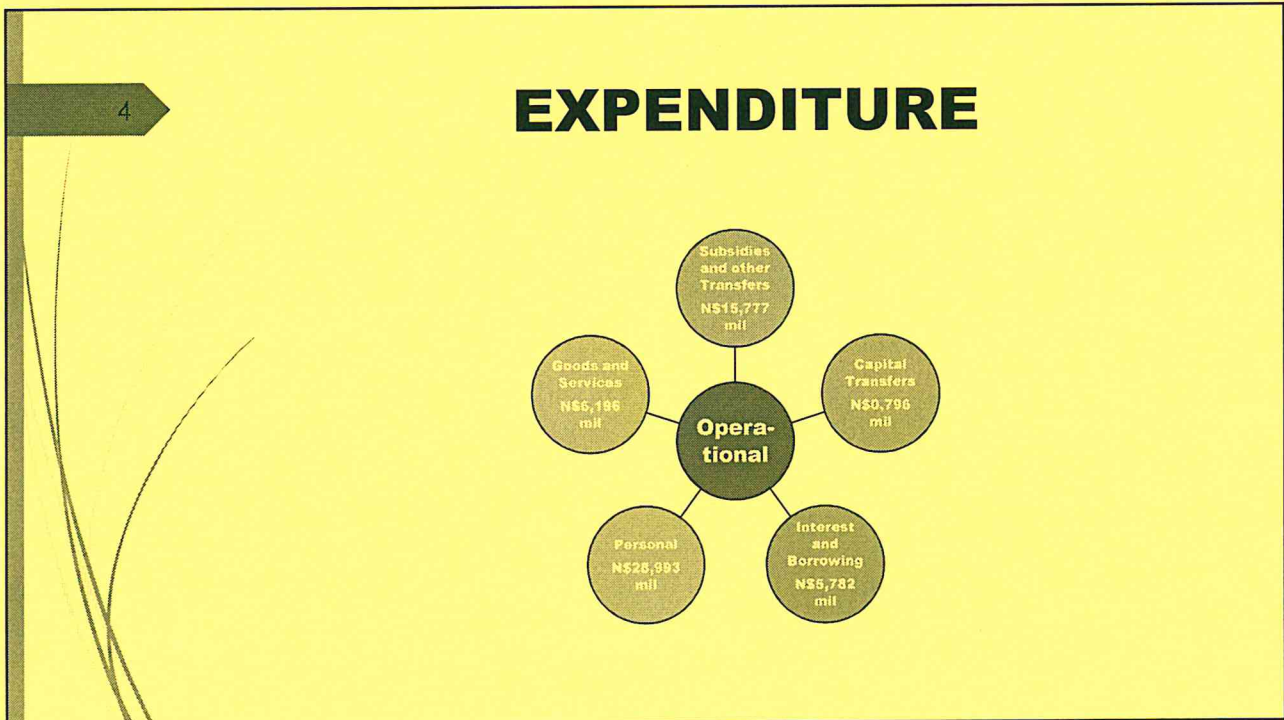


NAMIBIA BUDGET

2018/2019 Budget Overview

BUDGET SNAPSHOT

- ▶ **The Minister of Finance announced that the 2018/19 budget provides a three-split set of fiscal policy actions. This includes continued reduction in the budget deficit, a growth stimulus package, centered on industrial development and tax policy, changes to generate about N\$ 500 million annually in additional revenue.**
- ▶ **The Minister warned that the public wage bill should be managed more effectively, with specific wage bill reduction target ratios.**



5

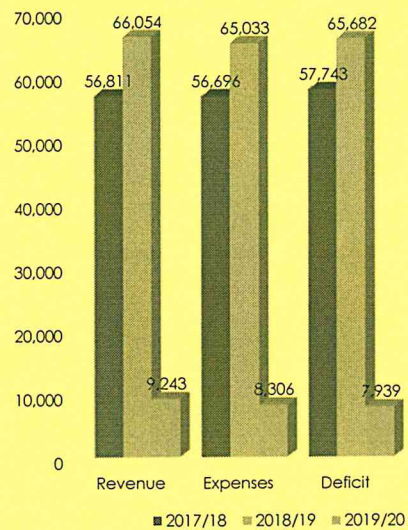
EXPENDITURE BY DEPARTMENT

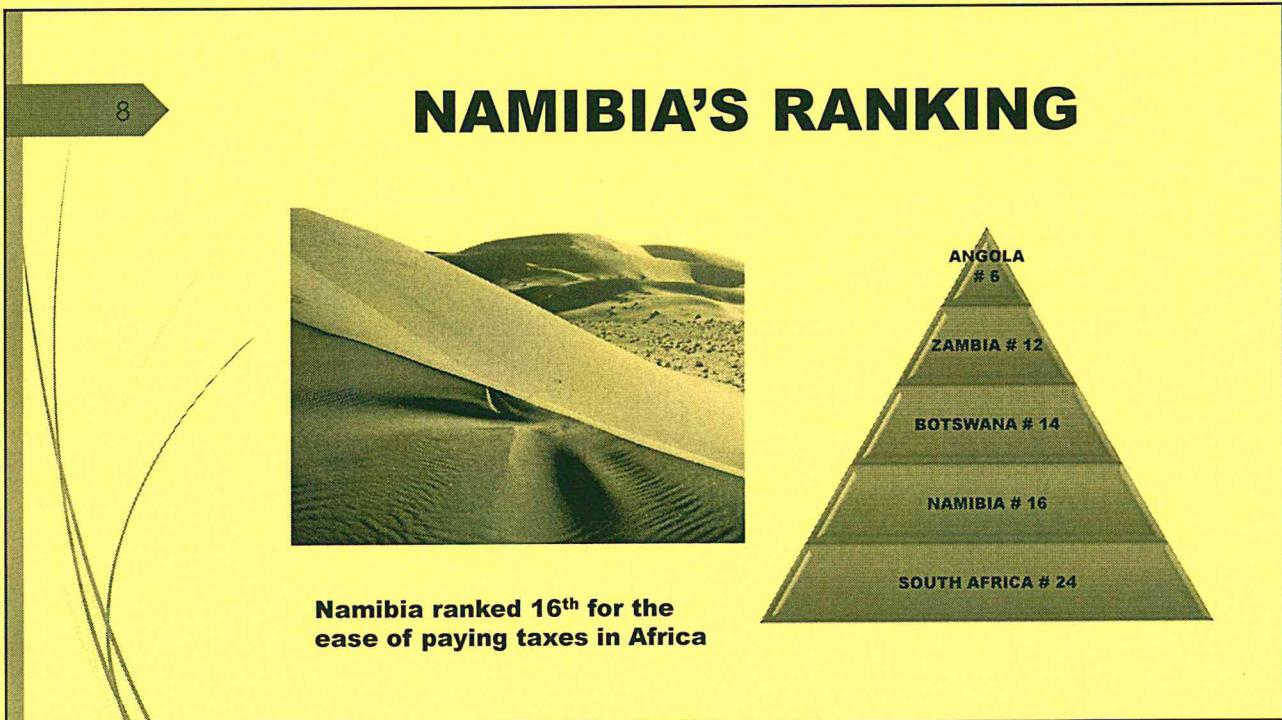
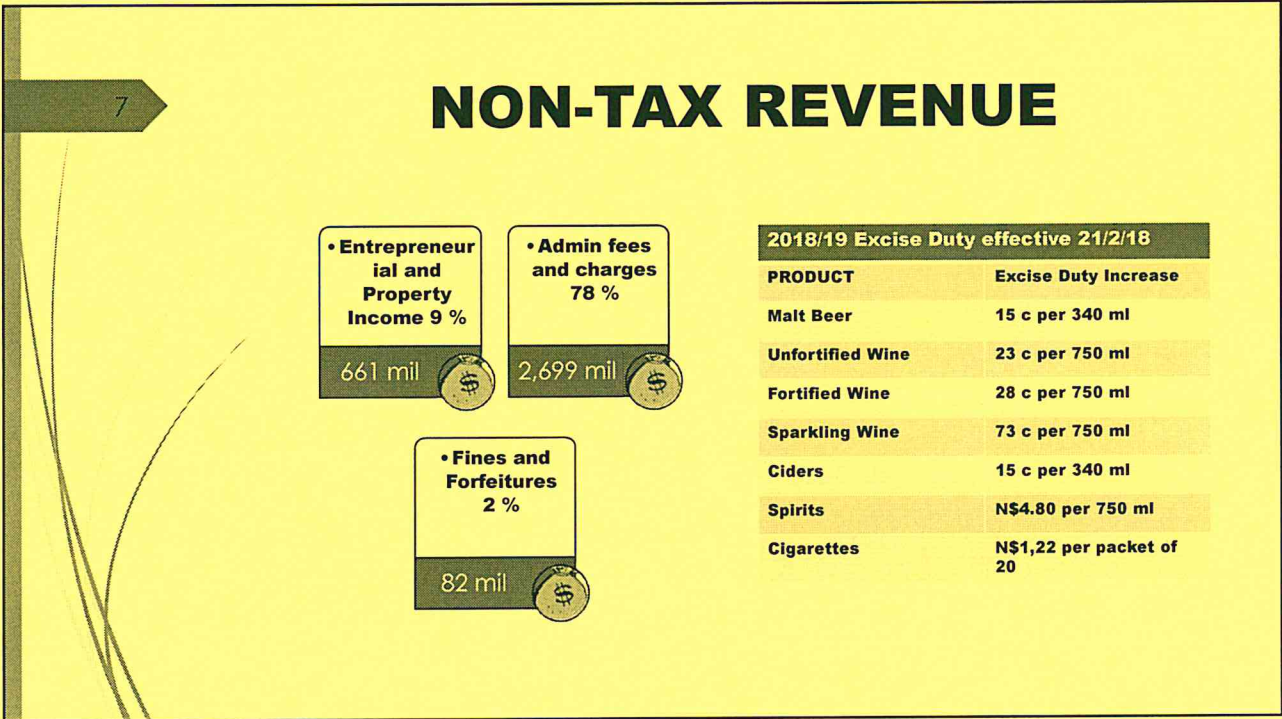
| N\$ Millions | 2017 | 2018 | Increase |
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| Higher Education | 5,748 | 3,439 | 43.8 % |
| Urban Development | 2,450 | 3,232 | 12.2 % |
| Other | 15,247 | 10,993 | 28.0 % |
| TOTAL | 73,894 | 64,271 | -13.0% |

6

REVENUE AND EXPENDITURE

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2

BUDGET SNAPSHOT

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- ▶ **The Minister warned that the public wage bill should be managed more effectively, with specific wage bill reduction target ratios.**

The Minister of Finance stated that inflation has been on a downward trend, slowing from 6,7 % in 2016 to 6,2 % in 2017 to 3,6 % by January 2018.

5

EXPENDITURE BY DEPARTMENT

| N\$ Millions | | | Increase |
|-----------------------------|--------|--------|----------|
| | 2017 | 2018 | |
| Education, Arts and Culture | 13,448 | 13,483 | 0,3 % |
| Finance | 9012 | 9828 | 9,1 % |
| Health and Social Services | 7306 | 6537 | -10,5 % |
| Defense | 6403 | 5959 | -6,9 % |
| Safety and Security | 5332 | 5171 | -3,0 % |
| Transport | 5598 | 3474 | -37,9 % |
| Higher Education | 5748 | 3439 | -40,8 % |
| Urban Development | 2450 | 3232 | 12,2 % |
| Other | 15,247 | 10,993 | -28,0 % |
| TOTAL | 73,894 | 64,271 | -13,0% |

In the social sector the resource allocation to education, health, housing and land servicing are scaled-up to enhance increased access to services

NAME OF STUDENT _____

| INSTRUCTION PER SLIDE | MARK | SLIDE TOTAL | STUDENT | TOTAL |
|--|------|-------------|---------|-------|
| ALL SLIDES: | | | | |
| Design: Wisp | 2 | | | |
| Slide numbers | 2 | | | |
| Font: Arial Black | 2 | | | |
| Slide Titles: Size 40, red, cent | 2 | | | |
| Details in Handout header | 1 | | | |
| Page numbers | 1 | | | |
| | | 10 | | |
| SLIDE 1 | | | | |
| Main Heading: 44, red | 1 | | | |
| Sub-heading: 28 black | 1 | | | |
| Picture, metal oval style resize, middel top | 3 | | | |
| | | 5 | | |
| SLIDE 2 | | | | |
| Slide Layout | 1 | | | |
| Text 20 | 1 | | | |
| Notes Pages | 1 | | | |
| | | 3 | | |
| SLIDE 3 | | | | |
| Slide Layout | 1 | | | |
| SmartArft Graphic, Metallic Scene Style | 3 | | | |
| Picture: Insert x3 | 2 | | | |
| Text in shapes 20 | 1 | | | |
| | | 7 | | |
| SLIDE 4 | | | | |
| Slide Layout | 1 | | | |
| SmartArt Graphic, colorful - Accent colors | 2 | | | |
| Add 1 shape | 1 | | | |
| Text 14, 16 | 2 | | | |
| Canvas Texture background | 1 | | | |
| | | 7 | | |
| SLIDE 5 | | | | |
| Slide Layout | 1 | | | |
| Table Style Medium Style 2 - Accent 1 | 2 | | | |
| 3pt Inside borders | 1 | | | |
| Text 16, 14 | 2 | | | |
| Notes Pages | 1 | | | |
| | | 7 | | |
| SLIDE 6 | | | | |
| Slide Layout | 1 | | | |
| 3-D Clustered Column Chart Quick Layout 4 | 3 | | | |
| Text 20 | 1 | | | |
| | | 5 | | |

| | | | | |
|---|----|-----------|--|--|
| SLIDE 7 | | | | |
| Slide Layout | 1 | | | |
| SmartArt Graphic Bending Picture Accent List | 3 | | | |
| Text 14, 16 | 1 | | | |
| Copy pictures from slide 3 , insert correctly | 2 | | | |
| Table style 2 - Accent 1 | 2 | | | |
| Text 14, 12 | 1 | | | |
| | | 10 | | |
| SLIDE 8 | | | | |
| Slide layout | 1 | | | |
| Insert Picture, resize | 2 | | | |
| Textbox, 18 | 1 | | | |
| SmartArt Graphic: Basic Pyramid, add 3 shapes | 3 | | | |
| Style: Inset, size 14 | 2 | | | |
| | | 9 | | |
| | | | | |
| ACCURACY OF PRESENTATION | 15 | | | |
| | | 15 | | |
| | | | | |
| Print handouts 2 per page | 1 | | | |
| Print Notes Pages | 1 | | | |
| | | 2 | | |
| | | | | |
| | | | | |
| TOTAL | | 80 | | |