NAMIBIA UNIVERSITY
OF SCIENCE AND TECHNOLOGY

FACULTY OF COMMERCE; HUMAN SCIENCE AND EDUCATION

Department of Governance & Management Science

QUALIFICATION: Bachelor of Business and Information Administration	
QUALIFICATION CODE: 07BBIA	LEVEL: 6
COURSE: Business Applications 2B	COURSE CODE: BAP621S
DATE: November 2024	SESSION: Practical Paper
DURATION: 2 Hours	MARKS: 100

FIRST OPPORTUNITY - QUESTION PAPER	
EXAMINER(S)	Ms L Tripodi
MODERATOR:	Ms P Louw

INSTRUCTIONS
1. Answer ALL the questions.
2. Read all the questions carefully before answering.
3. Make sure your name, surname, question number and the date appear in the Header and Footer.

THIS TEST PAPER CONSISTS OF 5 PAGES (Excluding this front page)

Question 1	Total: 40

Retrieve Question 1 with the Track Changes from your folder and adhere to the instructions. Type document in Calibri, font size 12, s/s. Insert page numbers (Bottom of page – centre) except for the first page. Insert diagonal watermark: ORIGINAL (u/c, default font. Use Automatic Table2 for the TOC. Insert Reference List.

Hyphen Hydrogen Energy

> **Commented [TL1]:** Please format as follows: Font Calibri, size 18, bold, cent
>
> **Commented [TL2]:** Insert Logo (in folder) on the top right corner next to the heading, height 0.5"

Lüderitz, a historic town on Namibia's southwestern coast, is set to become a beacon of sustainable energy innovation with the establishment of the new Hyphen Hydrogen Energy campus .

> **Commented [TL3]:** Insert Drop Cap – 2 lines, bold

1. Introduction

This ground-breaking project marks a significant step in Namibia's journey towards becoming a global leader in **green hydrogen production**, utilizing its vast renewable resources to create a sustainable energy future.

> **Commented [TL4]:** Us the following link to inert an intext-citation. https://www.sciencedirect.com/science/article/pii/S136403 2121004688
>
> **Commented [TL5]:** Format as heading 1, Black Font size 16

2. A Vision for a Green Future

Hyphen Hydrogen Energy, a joint venture between global energy leaders and local partners,is committed to developing Namibia's potential in the green hydrogen sector.

> **Formatted:** Font: (Default) Arial, Bold
>
> **Commented [TL6]:** Format as Heading 1, black, font size 16 bold

2.1   NUST Lüderitz Campus

The Lüderitz campus is the cornerstone of this vision, serving as a hub for:
research,
development, and
production of green hydrogen.

> **Commented [TL7]:** Format as Heading 2, font size 14, Black
>
> **Commented [TL8]:** Insert bullets,s/s

2.2 Solar Resources

This renewable energy source, produced using Namibia's abundant wind and solar resources, is seen as a key solution to reducing global carbon ~~emanations~~ emissions and meeting future energy demands.

> **Commented [TL9]:** Format as heading 2

3. The Impact on Lüderitz and Beyond

The establishment of the *Hyphen Hydrogen Energy* campus is expected to bring transformative economic and social benefits to Lüderitz and the broader region.

> **Commented [TL10]:** For as Heading 1
>
> **Formatted:** Font: (Default) Arial, Bold, Italic

3.1 Employment Opportunities

> **Commented [TL11]:** Format as Heading 2

The project is ~~expected~~ anticipated to create numerous employment opportunities, ranging from construction and engineering to research and administrative roles.

> **Commented [TL12]:** Delete paragraph 3.1

3.2 Professionals and Investment

Moreover, the influx of *professionals and investment* is likely to spur the growth of local businesses and services, further stimulating the regional economy.

> **Commented [TL13]:** Replace numbering with 3.1
>
> **Commented [TL14]:** Format as heading 2
>
> **Formatted:** Font: (Default) Arial, Bold, Italic

4.   Research and Development Facilities

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>
> **Commented [TL16]:** Format as Heading 1

The campus will host cutting-edge research and development facilities, where scientists and engineers can collaborate on advancing hydrogen technologies. This environment will also foster partnerships with academic institutions, research organizations, and industry leaders, creating a *vibrant ecosystem for innovation*.

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5. Conclusion

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The ~~induction~~ inauguration of the Hyphen Hydrogen Energy campus in Lüderitz marks a historic milestone for Namibia's green energy ambitions.

As the project takes shape, it promises to bring significant economic, social, and environmental benefits to the region, setting a precedent for sustainable development in Africa and beyond.

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Question 2   **TOTAL: 30**

Retrieve the **Project2024** and adhere to the instructions that follow:

INSTRUCTIONS

1. In the Database **Project2024** use the Employees table to display the "Hiring Dates" of all the employees.

2. Use the table for Employees to create an action query that will display the employees that work on the project **IRS Project X** only.

3. Use the table Employees and Project. Create a joint table with that will display the **Project Titles** of all the Employees who earn an hourly rate of **N$20**.

4   Use the tables Head of Department and Departments to create a **Crosstabs view** that display the budgets of the Departments. Display table as follows: Head of Department as rows, Departments as Columns and Budget as a sum and value.

In the Project2024 database, use the tables indicated below to create a form and report respectively.

Form:
5. Use the table "Employees" to create a Multiple Items Form and format as follows: Insert a Title: "Global Impact Academy" – Font: Algerian, font size 18, u/c, Text Align: Centre. Resize all columns to fit on one sheet, Print landscape orientation.

Report:
6. Create a header titled "Global Impact Academy"- Font Arial, Size 16, Bold, u/c, Text Align: Centre. Print portrait orientation.

7. Insert page numbers which shows the current page only, at the bottom right position.

8. Insert the Date at the left bottom corner.

9. Insert a textbox for your name and student number in the top left corner.

10. Use the logo, saved in the folder, for "Global Impact Academy" to insert in the top right corner next to the title.

11. Rename all queries accordingly.

12. Go to layout view and resize all columns to fit perfectly.

13. Print all queries as well as the form and the report.

Question 3	Marks: 30
As an Office Administrator of the Khan Academy, you are tasked to design a flyer that will advertise the Institution for the new academic year. Please create an informative, attractive flyer, using Ms Publisher 2016.	

INSTRUCTIONS:

1. Use the flyer under the heading Built it. Select Arrows under the grouping Real Estate. Use the option tear-offs for the contact information.
2. Use customize colour scheme Grove.
3. Please follow all instructions carefully to ensure an attractive Flyer.
4. Delete place holders and replace with the information given through the instructions.
5. Print your flyer

Organization

Replace:
Logo with Khan Academy Logo (in folder with height: 1.27cm),
Organization with Khan Academy (bold, font size 10, cent)

Business Name ———————→ Khan Academy (Font size 14, Bold)

Product/Service Information

Replace content with:
Online Education & Training Courses
(Font: Georgia, size 24, Left Align)

In the content below in a textbox (Font: calibri, size 8, bullets)

Key Features of Khan Academy:

Wide Range of Subjects
Interactive Learning
K-12 Focus
SAT and Test Prep
User-Friendly Interface
Parent and Teacher Tools
Global Reach

Benefits of Using Khan Academy
Free Access
Self-Paced Learning
High-Quality Content

How to Get Started:
Visit the Website
Create an Account
Explore Courses
Engage with Content

Place text here that introduces your organization and describes your specific products or services. This text should be brief and should entice the reader to want to know more about the goods or services you offer.

Delete content and replace with:

Khan Academy is a nonprofit educational organization that offers a wide range of free online courses, lessons, and resources. Founded by Salman Khan in 2008, the platform aims to provide a free, world-class education for anyone, anywhere. *(Font: Bell MT, Size 14, Cent)*

Insert Picture from Khan Academy
(In folder). Centre picture and re-size to 8.8cm

Delete and replace with:
Tel: 061-203 25258
Info.khanacademy@gmail.com

Tel: 555 555 5555

Business Tagline or Motto ←

Replace Business Tagline or Moto with:
"Empowering Learners, One Lesson at a Time." (Font size 9", Bold & Italics)

Insert your full name and student nr as tear-offs