



**NAMIBIA UNIVERSITY
OF SCIENCE AND TECHNOLOGY**

**FACULTY OF COMMERCE, HUMAN SCIENCES & EDUCATION
DEPARTMENT OF GOVERNANCE AND SCIENCES, HOSPITALITY, TECHNICAL AND
VOCATIONAL EDUCATION AND TRAINING**

QUALIFICATION: BACHELOR OF BUSINESS AND INFORMATION ADMINISTRATION	
QUALIFICATION CODE: 07BBIA	LEVEL: 7
COURSE: BUSINESS APPLICATIONS 3	COURSE CODE: BAP721S
DATE: DECEMBER 2025	SESSION: PAPER 2
DURATION: 2 Hours	MARKS: 100

SECOND OPPORTUNITY QUESTION PAPER	
EXAMINER(S)	Mrs. P. Louw
MODERATOR:	Dr. J.T.C Bock

INSTRUCTIONS
<ol style="list-style-type: none">1. Answer <u>ALL</u> the questions.2. Read the questions carefully before answering.3. Make sure your name, surname and student number appear in the Header.4. Make sure the sheet names appear in the Footer.5. Give special attention to the manuscript instructions.

THIS QUESTION PAPER CONSISTS OF 8 PAGES (EXCLUDING THIS FRONT PAGE)

Type the following document as it appears. Font Arial, Size 12. Use 1.5-line spacing throughout the document. JUSTIFY the content

SAVE AS: ORIGINAL

Heading of doc
Size 14

ETHICAL USE OF AI IN HIGHER EDUCATION

The rise of Artificial Intelligence (AI) has greatly influenced higher education by transforming the way students learn; teachers teach and researchers conduct their work. AI tools such as chatbots, plagiarism checkers and automated grading systems make academic tasks easier and more efficient. However, the use of AI in academia also raises important ethical concerns, as it must be used responsibly to support learning rather than replace it.

One key ethical issue is academic honesty. Students may misuse AI tools to complete assessments without putting in their own effort, which goes against the principles of learning and integrity. If students rely too much on AI to do their work, they may fail to develop critical thinking and problem-solving skills. This undermines the credibility of higher education institutions.

Another concern is fairness and bias. AI systems are created by humans and may carry hidden biases in the data they use. If not carefully monitored, these biases can lead to unfair results in grading, admissions or research analysis. Ethical use of AI requires transparency, fairness and accountability to ensure that technology supports all students equally without discrimination.

To promote ethical use of AI in academia, universities should create clear guidelines and train both students and staff on responsible practices. AI should be seen as a tool to assist learning, not a shortcut to avoid it. By encouraging critical use, fostering academic honesty and addressing issues of bias, higher education can benefit from AI while protecting the values of fairness, integrity and quality education.

Another important aspect of ethical AI use in higher education is data privacy and security. AI tools often rely on collecting and analyzing large amounts of personal data from students. If this data is not properly protected it can expose students to risks such as identity theft,

surveillance or unauthorized use of their information. Institutions must therefore establish strict policies to safeguard data and ensure that students are fully informed about how their information is being used. Protecting privacy not only builds trust in the use of AI but also aligns with the broader ethical responsibility of universities to respect and uphold the rights of students.

Apply the track changes as indicated below and Save As: REVISED

ETHICAL USE OF AI IN HIGHER EDUCATION

The ~~rise~~ emergence **(A)** of Artificial Intelligence (AI) has greatly influenced higher education by transforming the way students learn; teachers teach and researchers conduct their work. AI tools such as chatbots, plagiarism checkers and automated grading systems make academic tasks easier and more efficient. However, the use of AI in academia also raises ~~important~~ significant **(R)** ethical concerns, as it must be used responsibly to support learning rather than replace it.

One key ethical issue is academic honesty. Students may misuse AI tools to complete assessments without putting in their own effort, which goes against the ~~principles~~ ethics **(A)** of learning and integrity. If students ~~rely~~ depend **(R)** too much on AI to do their work, they may fail to develop critical thinking and problem-solving skills. This undermines the credibility of higher education institutions.

Another concern is fairness and bias. AI systems are created by humans and may carry hidden biases in the data they use. If not carefully ~~monitored~~ supervised **(R)**, these biases can lead to unfair results in grading, admissions or research analysis.

Ethical use of AI ~~requires~~ necessitates **(A)** transparency, fairness and accountability to ensure that technology supports all students equally without discrimination.

To promote ethical use of AI in academia, universities should create clear guidelines and train both students and staff on responsible practices. AI should be seen as a tool to assist learning, not a shortcut to avoid it. By encouraging critical use, fostering academic honesty and addressing issues of bias, higher education can benefit from AI while protecting the values of fairness, integrity and quality education.

Another important aspect of ethical AI use in higher education is data privacy and security. AI tools often rely on collecting and analyzing large amounts of personal data from students. If this data is not properly protected it can expose students to risks such as identity theft, surveillance or unauthorized use of their information. Institutions must therefore establish ~~strict~~ stern **(A)** policies to safeguard data and ensure that students are fully informed about how their information is being used. Protecting privacy not only builds trust in the use of AI but also aligns with the broader ethical responsibility of universities to respect and ~~uphold~~ maintain **(R)** the rights of students.

**Apply the Accept (A) and Reject (R) changes as indicated.
Compare Document 1 and Document 2 and save the compared document as FINAL
PRINT DOCUMENTS 2 & 3 (REVISED & FINAL)**

**Please insert the file
name in the footer and
your name and student
number in the header**

Open MS Project and search for the Template named WINE-TASTING FUNDRAISER.

SAVE AS: EXAM

Follow the instructions carefully and save your work regularly.

2 (A) Gantt View

- Format the individual bar shape of the Chart named Volunteer Team (10%) to a red colour for the first 3 times it appears. (3)
- Format the Chart Table to font Courier New, Bold, Size 10. (3)
- Format the Timescale: Show 2 Tiers, size 90 (1)
- Copy the row range 0-25 as a picture and paste it in a word document (1)
- Insert a Footer and name it as: GANTT

Save as Gantt and PRINT

2 (B) Add the following tasks to the Timeline. (8)

- ✓ Wine Tasting Fundraiser
- ✓ Planning
- ✓ Permits obtained
- ✓ Printing Service
- ✓ Wine Tasting Plan
- ✓ Identify Potential Auctioneers
- ✓ Music Plan
- ✓ Planning Complete

Copy a Detailed Timeline to an A4 Landscape Word Document. Make sure ALL information is visible. (2)

Save As: Timeline and Print

2 (C) Display the Task Sheet Summary (1)

- Print only the first (1st) page (1)
- Insert a footer and name it as: Task Sheet Summary

Save as: Task Sheet Summary and PRINT

2 (D) Display the following Reports

CASH FLOW REPORT

- Format: Quick layout 3 1
- Chart Style 6 1
- Insert appropriate chart title (U/C & Bold) 1
- Table Style: Light 3, Accent 6 1
- Insert a footer and name it as: Cash Flow

Save as Cashflow and Print

RESOURCE OVERVIEW REPORT

- Change the Resource Stats chart type to a 3-D Clustered Column 1
- Format both Charts to Chart Style 5 1
- Insert appropriate chart titles for both charts 1
- Copy and display the 2 Charts in MS Word 1
- Insert a footer and name it as: Resource Overview

Save as Resource Overview and Print

2 (E) Display the % complete for selected tasks

- Track the project plan by adjusting the % complete for the following tasks:
- Initiation – 100% 1
- Highlight the completed tasks 1
- Insert a footer and name it as: Completed tasks

Print only the first page (page that reflect the completed tasks)

Please resize the columns where necessary and ensure your student number, name and sheet name are included on all the pages

QUESTION 3**MS EXCEL****MARKS: 50**

Insert the information below in an A4 Landscape Excel Sheet in Font Arial, 12. Insert the Main Heading in size 14 and bold. Type the column Headings in size 12, bold and centered. Insert All Borders from below the Main Heading. **(4)**

GLOBAL AUTO HUB

BRAND	TYPE	NUMBER SOLD	2024	2025	% TOTAL
Haval	SUV	38	420000	435000	
Toyota	Bakkie	67	500000	520000	
Volkswagen	Hatchback	55	480000	495000	
Mercedes-Benz	Sedan	29	950000	960000	
Volvo	SUV	21	720000	745000	
Omoda	SUV	18	400000	400000	
Lexus	Sedan	14	880000	910000	
Nissan	Bakkie	42	460000	475000	
Ford	Bakkie	50	510000	525000	
Jetour	SUV	23	395000	410000	
Suzuki	Sedan	46	310000	325000	
Kia	Hatchback	40	360000	375000	
Jaecoo	SUV	19	420000	435000	

SHEET 1

- Insert \$ currency and 2 decimals for the 2024 & 2025 figures **(2)**
- Calculate the % Total for the 2024 & 2025 figures **(1)**
- Count the Type Column **(1)**
- Calculate the Totals for numbers sold, 2024 and 2025 **(3)**
- Create a Custom List (SUV, Hatchback, Bakkie, Sedan) to sort the Type Column **(1)**
- Display the Number Sold column with Data Bars **(1)**
- Display the 2024 prices less than 4000000 with a yellow fill with yellow text. **(2)**
- Insert Stacked Column Chart to display the Brand and the Number Sold **(1)**
- Apply the following chart elements **(5)**
 - Chart Title: Numbers Sold

- Chart Style 3
- Quick layout 5
- Insert Axes Titles (Bold):
 - Primary Vertical: PRICE
 - Primary Horizontal: MAKE

Rename: ORIGINAL

SHEET 2

Display a summary (Name: NUMBER SOLD) that reflects the influence on the Total number of vehicles sold if these numbers were decrease by 5.

Rename: NUMBER SOLD (5)

SHEET 3

- Create a copy of sheet ORIGINAL
- Delete the Totals Row & the Chart (1)
- Filter the Top 4 vehicles for the year 2024 (1)
- Sort the % Total figures smallest to largest (1)

Rename: TOP 4

SHEET 4

- Create a copy of the ORIGINAL sheet
- Delete the Chart and create a TABLE (1)
- Apply Icon Sets for the % Total figures (1)
- Apply colour scales for the 2024 figures (1)
- Sort the Brand Column in Ascending order (1)
- Table Style Green, Light 14 (1)
- Display the figures above average with a grey fill in the % Total column (1)
- Display the vehicle types and the 2024, 2025 figures in a line graph (2)

- Quick layout 4, Style 6 (2)

- Chart Title: Vehicle Types (1)

Rename: TABLE

Insert your name in the Header of each Sheet

Insert the Sheet Name in the Footer of each Sheet

SAVE AND PRINT ALL 4 sheets

Resize all columns and rows appropriately

TOTAL: 100