FEEDBACK TUTORIAL LETTER

1ST SEMESTER 2020

PRACTICAL ASSIGNMENT 1

BUSINESS APPLICATIONS 2A

BAP611S
BUSINESS APPLICATIONS 2A

FEEDBACK TUTORIAL LETTER


Dear Student

This letter serves to give you feedback on the vacation school you have attended recently in January 2020.

**Practical Assignment: 30 January 2020**

It was indeed a wonderful and effective teaching and learning time, we could share during the week of the vacation school. I would also like to express my gratitude towards you for your commitment and dedication during the week of the vacation school. I can assure you that you skills and knowledge will improve, if you continue to practice on a daily basis and incorporate what you have learnt in your daily activities at work.

Remember that we are using Office 365 (Ms Office 2016) now and I suggest that you also get hold of this software to enhance your knowledge. I have included the question paper of the practical assignment as well as model answers (memorandum) in order for you to revise and evaluate your own mistakes.

Please take note of the display and accuracy marks which were also allocated to the different questions. This will enable you to see where you went wrong.

**Please take note of the following tips:**

**Question 1 – Project Plans**

You all did pretty well in this question. I noticed that you all are very comfortable using the programme and that you all understand the layout well. Some of you did not complete some of the instructions such as the Milestones and the Predecessors. Make sure that you read and understand all the instructions and complete them all.
Question 2 – Business Writing: Templates and Forms

Question 3 were answered well by the majority of you. All the Content Control functions were carried out correctly. Please pay attention to the following points:

1. Firstly, students all the typing rules that you have learned in your first year is still applicable throughout all the documents that you type. Please adhere to the rules and regulations when you type any document.

2. Please make sure that your line-spacing is single and the spacing before and after is 0". At the same time ensure that your document is on inches and not centimetres. The steps for that are File, Options, Advance, Display and change cm to inches.

3. Some content control functions need to be edited, please read every instruction on your paper to ensure more accuracy.

4. Make sure that you adhere to the instructions – you’ve been instructed to insert the check boxes in front of the figures with proper spacing (2 spaces) between the box and the figure.

5. Always two spaces after the colon. We never underline a colon.

Question 3 – Tabling

The majority of you did well in this question. Please pay attention to the following points:

1. You have answered this question very well. The correct Winter Holiday event Flyer were used. Please read and adhere to all the instructions:

   - Unnecessary line spaces can be deleted to make space for the table.
   - According to the instructions, this table must be left aligned and autofit.
   - Make sure you know how to perform the calculations correctly.
   - The heading of the table should be typed in the format that it is given to you – in this case it was in uppercase.
   - All information must fit on one sheet.

If you have any questions regarding the marking of your assignments, please do not hesitate to contact me.

We will meet again in April for the second vacation school.

Keep practicing because practice makes perfect.

Take care

L Beukes
DEPARTMENT OF MANAGEMENT

BACHELOR OF BUSINESS AND INFORMATION ADMINISTRATION

BUSINESS APPLICATIONS 2A (BAP611S)

(PRACTICAL PAPER)

COLL - VACATION SCHOOL

27 - 30 January 2020

QUESTION PAPER

MARKS: 70

EXAMINER: MS L BEUKES
The Namibia University of Science and Technology is organising a Desert Marathon 2019 as part of their annual events for team building. You have been given the position as Project Manager for this project. The big day for this event is Saturday 03rd August 2019. You have approximately one month to plan this event.

The Desert Marathon team building event is made up of the following tasks:

<table>
<thead>
<tr>
<th>NR</th>
<th>NAME OF TASK</th>
<th>TASK DURATION</th>
<th>RESOURCES</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Determining the route and venue</td>
<td>2 Days</td>
<td>Jane</td>
</tr>
<tr>
<td>2.</td>
<td>Budget</td>
<td>2 Day</td>
<td>Theone</td>
</tr>
<tr>
<td>3.</td>
<td>Registrations of participants</td>
<td>2 Days</td>
<td>George</td>
</tr>
<tr>
<td>4.</td>
<td>Arrange for water points</td>
<td>2 Days</td>
<td>Jane</td>
</tr>
<tr>
<td>5.</td>
<td>Arrange Hamburgers from Wimpy</td>
<td>1 Day</td>
<td>Theone</td>
</tr>
<tr>
<td>6.</td>
<td>Confirm with Judges</td>
<td>2 Days</td>
<td>George</td>
</tr>
<tr>
<td>7.</td>
<td>Entertainment &amp; DJ Band</td>
<td>2 Days</td>
<td>Jane</td>
</tr>
<tr>
<td>8.</td>
<td>Media Coverage</td>
<td>1 Day</td>
<td>Jane</td>
</tr>
<tr>
<td>9.</td>
<td>Printing of T-Shirts</td>
<td>2 Day</td>
<td>George</td>
</tr>
<tr>
<td>10.</td>
<td>Medals and Certificates for winners</td>
<td>3 Day</td>
<td>Jane</td>
</tr>
<tr>
<td>11.</td>
<td>Confirm guest list and sponsors</td>
<td>3 Days</td>
<td>Theone</td>
</tr>
<tr>
<td>12.</td>
<td>Final check-ups and Logistics</td>
<td>1 Day</td>
<td>George</td>
</tr>
</tbody>
</table>

1. The Milestones for this event will be the following:
   - Deposit of 50% to be paid to:
     - a) Entertainment and DJ Band
     - b) Printing of T-Shirts
     - c) Medals and Certificates
   
   **Full Payments to be made for the:**
     - a) Water Bottles
     - b) Burgers from Wimpy

2. Please add predecessors for each milestone.

3. Assign resources to the tasks as indicated above.

4. Insert your Name in the Header, save your document in the z-drive and print one copy.
Question 2

In Ms Word, activate your developer tab and create the following Behaviour Agreement Form on one sheet. Adhere to typing rules and instructions given. Use the font Calibri and the font size 12. Type this form in 1.5 line spacing.

Volunteer Form

Insert Textbox and format. Use Fill Shape: Green, Accent 6, Lighter 60%, Text: Cent, u/c, Word Art Style: Orange, Accent color 2, Outline: Orange, Accent Color 2

FIRST NAME: __________________________
LAST NAME: __________________________
ADDRESS: ___________________________
CITY: _________________________________
CELL NUMBER: _________________________
EMAIL ADDRESS: ______________________
DATE: _________________________________

I am interested in volunteering for the following types of activities:  

- Field trip driver
- Classroom helper
- Office helper
- Library helper
- Event organizer
- Chairperson
- Communications

I am currently working as an/a:  

- Accountant
- Personal Assistant
- Receptionist
- Clerk
- Project Coordinator

Hard work beats talent if talent does not work hard!!
Question 3  

Marks: 20

Use MS Word to type the following template and table. Adhere to all the instructions.

1. Please open the MS Word template called Winter Holiday Event Flyer.
2. The heading is: International Trade Value (u/c, Font Arial Narrow, 36).
3. Date – 06 June 2015 (u/c, Arial Narrow, 22).
4. Two line spaces between heading and the date.
5. Use the draw table tool to create the table and type the text in the font Arial, size 12, as shown in the template below.

<table>
<thead>
<tr>
<th>PERIOD</th>
<th>UNADJUSTED</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>IMPORTS</td>
</tr>
<tr>
<td>January</td>
<td>234</td>
</tr>
<tr>
<td>February</td>
<td>257</td>
</tr>
<tr>
<td>March</td>
<td>260</td>
</tr>
<tr>
<td>April</td>
<td>242</td>
</tr>
</tbody>
</table>

Adhere to the following editing instructions for the table:

1. Draw the Table
2. Autofit and Align Table: Left
3. Perform the following Calculations:
   • Average for the Import and Export (Unadjusted)
4. Type the following text in Trebuchet, size 11, next to the table:

| Trade in goods and services forecast is defined as the projected value of change in ownership of material resources and services between one economy and another. Projections are based on an assessment of the economic climate in individual countries and the world economy, using a combination of model-based analyses and expert judgement. |

5. Adjust the distance of the text to fit around the table.
6. Save the document as Question 3 – Summer Flyer and your name in brackets.)
DEPARTMENT OF MANAGEMENT

BACHELOR OF BUSINESS AND INFORMATION ADMINISTRATION

BUSINESS APPLICATION 2B (BAP621S)

(PRACTICAL- TEST)

COLL - VACATION SCHOOL

30 January 2020

MEMORANDUM

MARKS:

EXAMINER: MS L BEUKES
<table>
<thead>
<tr>
<th>ID</th>
<th>Task Mode</th>
<th>Task Name</th>
<th>Duration</th>
<th>Start</th>
<th>Finish</th>
<th>Predecessors</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>Determining the route and venue</td>
<td>2 days</td>
<td>Wed 03/07/19</td>
<td>Thu 04/07/19</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>Budget</td>
<td>2 days</td>
<td>Fri 05/07/19</td>
<td>Mon 08/07/19</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td>Registration of participants</td>
<td>2 days</td>
<td>Tue 09/07/19</td>
<td>Wed 10/07/19</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td>Full payment for water bottles</td>
<td>0 days</td>
<td>Wed 10/07/19</td>
<td>Wed 10/07/19</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td>Arrange for water points</td>
<td>2 days</td>
<td>Thu 11/07/19</td>
<td>Fri 12/07/19</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
<td>Arrange Hamburgers from Wimpy</td>
<td>1 day</td>
<td>Mon 15/07/19</td>
<td>Mon 15/07/19</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td></td>
<td>Confirm with Judges</td>
<td>2 days</td>
<td>Tue 16/07/19</td>
<td>Wed 17/07/19</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td></td>
<td>Full payment for burgers</td>
<td>2 days</td>
<td>Tue 16/07/19</td>
<td>Wed 17/07/156</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td></td>
<td>Entertainment &amp; DJ Band</td>
<td>2 days</td>
<td>Thu 18/07/19</td>
<td>Fri 19/07/19</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td></td>
<td>Deposit of 50% to be paid</td>
<td>0 days</td>
<td>Fri 19/07/19</td>
<td>Fri 19/07/19</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td></td>
<td>Media Coverage</td>
<td>1 day</td>
<td>Mon 22/07/19</td>
<td>Mon 22/07/19</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td></td>
<td>Printing of T-Shirts</td>
<td>2 days</td>
<td>Tue 23/07/19</td>
<td>Wed 24/07/15</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td></td>
<td>Deposit of 50% to be paid</td>
<td>0 days</td>
<td>Wed 24/07/19</td>
<td>Wed 24/07/1512</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td></td>
<td>Medals and Certificates for winners</td>
<td>3 days</td>
<td>Thu 25/07/19</td>
<td>Mon 29/07/19</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td></td>
<td>Deposit of 50% to be paid</td>
<td>0 days</td>
<td>Mon 29/07/19</td>
<td>Mon 29/07/1514</td>
<td></td>
</tr>
<tr>
<td>16</td>
<td></td>
<td>Confirm guest list and sponsors</td>
<td>3 days</td>
<td>Tue 30/07/19</td>
<td>Thu 01/08/19</td>
<td></td>
</tr>
<tr>
<td>17</td>
<td></td>
<td>Final check-ups and Logistics</td>
<td>1 day</td>
<td>Fri 02/08/19</td>
<td>Fri 02/08/19</td>
<td></td>
</tr>
</tbody>
</table>

**Project: Project2 (Desert Marathon)**

**Date: Thu 30/01/20**
VOLUNTEER FORM

FIRST NAME: Click or tap here to enter text.
LAST NAME: Click or tap here to enter text.
ADDRESS: Click or tap here to enter text.
CITY: Click or tap here to enter text.
CELL NUMBER: Click or tap here to enter text.
EMAIL ADDRESS: Click or tap here to enter text.
DATE: Click or tap here to enter text.

I am interested in volunteering for the following types of activities:

☐ Field trip driver
☐ Classroom helper
☐ Office helper
☐ Library helper
☐ Event organizer
☐ Chairperson
☐ Communications

I am currently working as an/a: 
Choose an item.
International Trade Value

06 June 2020

<table>
<thead>
<tr>
<th>PERIOD</th>
<th>UNADJUSTED</th>
<th>AVERAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>IMPORTS</td>
<td>EXPORTS</td>
</tr>
<tr>
<td>January</td>
<td>234</td>
<td>81</td>
</tr>
<tr>
<td>February</td>
<td>257</td>
<td>164</td>
</tr>
<tr>
<td>March</td>
<td>260</td>
<td>230</td>
</tr>
<tr>
<td>April</td>
<td>242</td>
<td>218</td>
</tr>
</tbody>
</table>

Trade in goods and services forecast is defined as the projected value of change in ownership of material resources and services between one economy and another. Projections are based on an assessment of the economic climate in individual countries and the world economy, using a combination of model-based analyses and expert judgement.

\[ \Delta = 12 \quad \text{and} \quad A = 8 \]

\[ A = \frac{12}{2} \]