higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE

DATA MANAGEMENT: FARMING N4

24 MAY 2019

This marking guideline consists of 7 pages.

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SECTION A: THEORY

QUESTION 1

1.1 Hard disk
1.2 File virus
1.3 Trial version
1.4 Tablet
1.5 Columns
1.6 Malware
1.7 Firewall
1.8 Docking station
1.9 Mouse
1.10 Password

(10 × 2) **[20]**

QUESTION 2

2.1 B
2.2 C
2.3 A
2.4 D
2.5 D
2.6 C
2.7 C
2.8 C
2.9 B
2.10 D

(10 × 2) **[20]**

QUESTION 3

3.1 True
3.2 False
3.3 False
3.4 True
3.5 False
3.6 True
3.7 True
3.8 True
3.9 False
3.10 True

(10 × 2) **[20]**

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QUESTION 4

4.1 Printer
4.2 Remote control
4.3 Bar code reader
4.4 Digitiser
4.5 Camera

(5 × 2) **[10]**

QUESTION 5

5.1

ROM	RAM
Read-only memory	**Random access memory**
• It is not available for storing data. • Data cannot be changed. • It is a permanent memory.	• The main working memory is used by the computer. • Data is stored in and retrieved from memory at random. • It is a temporary memory.

(10)

5.2 An operating system:
- Activates the computer
- Allows the user to communicate with the computer
- Controls the functioning of the computer and enables the computer to run an application
- Is a primary system element of all software

Application software:
- These are programs designed to be carried out by a computer to satisfy a user's specific needs.
- It turns the computer into a tool for a specific use.
- It is used once the operating system has been loaded. (2 × 2) (4)

5.3
- Large commercial computer
- Very high speed
- Memory capacity of milliards of characters
- It needs its own container
- Not easily moved (5)

5.4
- Connect all peripherals.
- Locate the power switch on the front panel of the computer and turn on.
- Turn on any peripheral devices to be used.
- Windows is loaded.
- Desktop displays the start menu. (5)

5.5 ALU = Arithmetic Logic Unit (1)

[25]

QUESTION 6

6.1
- Avoid sharing disks on different computer and the network.
- Avoid downloading software from bulletins.
- Install an antivirus program on the hard disk to identify and clear viruses.
- Check all disks and downloaded files by scanning them.
- Do not open links in suspicious e-mails.
- Beware of strange e-mail attachments.
- Scan the hard disk for viruses once a week.
- Make sure you have a good firewall.
- Protect yourself from phishing.
- Make a regular backup. (10)

6.2
- The computer is slower than usual.
- Your computer crashes and restarts every few minutes.
- There may be a sudden increase in error messages.
- Blocks of storage memory become inaccessible.
- You cannot print correctly.
- You see distorted menus and dialog boxes. (Any 5 × 2) (10)

6.3
- Norton antivirus
- Bit Defender
- McAfee
- Barracuda web filter
- Kaspersky
- AVG
- Panda
- Dr Solomon
- PC Cillin (Any 5 × 1) (5)

[25]

TOTAL SECTION A: 120

SECTION B: PRACTICAL

QUESTION 7: WORD PROCESSING

QUESTION 7
EXAMINATION NUMBER

FARM AND FOOD BUSINESS

Rules of Transition Management

The issue of family business generational transition is a major topic of discussion as farm businesses position themselves for success. Growth is the number one reason businesses fail, and this is because of under-capitalization, inadequate preparation in human relations and communications, and insufficient income generation. Sixty percent of all farm and small businesses that enter bankruptcy were profitable in previous years. The following are some rules that are generally used in successful business transitions.

Rule 1: Revenue/Net Income

Bringing in a new partner takes an estimated **$150,000 to $250,000** increase in gross revenue, or **$40,000 to $70,000** of net profit for a successful business transition. Violate this rule and you set yourself up for guerilla warfare, where family members or partners fight over scarce resources (including net income) to meet their standard of living.

Rule 2: Three-to-Five-Year Rule

Agricultural business transitions are twice as likely to be successful when the family member or potential business partner works for someone else for three to five years. Allow them to make mistakes with someone else's money! A recent study found that the farm businesses that allowed entering partners to work for others for three to five years found their business to be four times more profitable. A college education is not part of this experience; however, military and summer work experiences are part of the experience base.

1

QUESTION 7
EXAMINATION NUMBER

Rule 3: Six-Year Rule	Rule 4: Ripple Effect	Rule 5: Don Shula Rule
If a new partner is brought into the business, make sure you allow him/her to move into management and decision-making within six years. Farms and businesses that fail to do so are twice as likely to have an unsuccessful business transition and are less profitable. At a seminar in central Pennsylvania, an 85-year-old gentleman, indicated that he needed to turn the books over to his boy. Well, his boy was 65 years old! The old adage is you either teach or share with the younger generation, or you destroy the business.	When making changes to a growing business, you should over-estimate capital needs by at least 25 percent to avoid being short on working capital due to unexpected costs. For example, if you need **$200,000** to expand the business, then **$250,000** should be estimated and used to determine whether or not the growth is financially feasible. It is also wise to over-estimate the time needed to complete the change by 25 percent.	Many managers and owners, like Don Shula, stay too long before turning over the business. The optimal time for ownership and management of a business is 30 to 35 years. Owners and managers who fail to heed this rule run into the trap of continuing to do "business as usual" without changing for the times. In order for managers to maintain the cutting edge, they must either follow this rule or surround themselves with new members who will bring renewed energy and new resources into the business.

2

7.1 ***Header inserted✓✓***
7.2 ***Main heading ,uppercase, underline, centre ✓✓✓***
7.3 ***All subheadings centre, underline ✓✓***
7.4 ***Dollar amount all bold, underlined✓✓***
7.5 ***Page break before rule 3 ✓✓***
7.6 ***Table inserted with shading, ✓✓ ✓✓***
Move information ✓✓✓✓✓
7.7 ***Indent, Italics, double line spacing ✓✓✓✓✓***
7.8 ***Page number ✓✓***
7.9 ***Print ✓✓***

[30]

QUESTION 8: SPREADSHEET

QUESTION 8
EXAMINATION NUMBER

	A	B	C	D	E
1	RHUMBI MONTHLY BUDGET				
2					
3	INCOME	MAY	JUNE	JULY	TOTAL
4	Fees	8320	8320	8320	
5	Tax				
6	TOTAL INCOME				
7					
8	EXPENSES				
9	Maintenance	150	200	300	
10	Affiliation fees	650	650	700	
11	Electricity	120	120	120	
12	Insuarance	60	60	60	
13	Cooldrink				
14	Transport				
15	TOTAL EXPENSES				
16	PROFIT				

8.1 Accuracy✓✓✓✓✓
8.2 Header inserted✓✓
8.3 Columns adjusted✓
8.5 Print in portrait with row and column headings or gridlines✓✓

[10]

QUESTION 9: DATABASE

QUESTION 9
EXAMINATION NUMBER

RHUMBI MONTHLY BUDGET

INCOME	MAY	JUNE	JULY	TOTAL
Fees	R 8 320.00	R 8 320.00	R 8 320.00	R 24 960.00
Tax	R 998.40	R 998.40	R 998.40	R 2 995.20
TOTAL INCOME	R 7 321.60	R 7 321.60	R 7 321.60	R 21 964.80
EXPENSES				
Maintenance	R 150.00	R 200.00	R 300.00	R 650.00
Affiliation fees	R 650.00	R 650.00	R 700.00	R 2 000.00
Electricity	R 120.00	R 120.00	R 120.00	R 360.00
Insuarance	R 60.00	R 60.00	R 60.00	R 180.00
Cooldrink	R 219.65	R 219.65	R 219.65	R 658.94
Transport	R 439.30	R 439.30	R 439.30	R 1 317.89
TOTAL EXPENSES	R 1 638.94	R 1 688.94	R 1 838.94	R 5 166.83
PROFIT	R 5 682.66	R 5 632.66	R 5 482.66	R 16 797.97

9.1 ***Header changed ✓***
9.2 ***Merged formatted ✓✓✓***
9.3 ***Shading, bold row✓✓✓***
9.4 **A = All correct✓✓✓✓✓**
B = All correct✓✓✓✓✓
C = All correct✓✓✓✓✓
D = All correct✓✓✓✓✓
E = All correct✓✓✓✓✓
F = All correct ✓✓✓
9.5 ***Currency, 2 decimal place ✓✓***
9.6 ***Lines drawn correctly ✓✓***
9.7 ***Print in landscape without row or column headings or gridlines.✓***

[40]

TOTAL SECTION B: 80
GRAND TOTAL: 200

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