higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE

DATA MANAGEMENT: FARMING N4

12 NOVEMBER 2018

This marking guideline consists of 7 pages.

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SECTION A

QUESTION 1

1.1	1.1.1	D		
	1.1.2	L		
	1.1.3	A		
	1.1.4	B		
	1.1.5	G		
	1.1.6	K		
	1.1.7	D		
	1.1.8	J		
	1.1.9	I		
	1.1.10	H		
			(10 × 2)	(20)
1.2	1.2.1	True		
	1.2.2	False		
	1.2.3	True		
	1.2.4	True		
	1.2.5	False		
	1.2.6	False		
	1.2.7	True		
	1.2.8	False		
	1.2.9	True		
	1.2.10	True		
			(10 × 1)	(10)
1.3	1.3.1	C		
	1.3.2	A		
	1.3.3	D		
	1.3.4	C		
	1.3.5	A		
	1.3.6	B		
	1.3.7	B		
	1.3.8	A		
	1.3.9	A		
	1.3.10	D		
			(10 × 2)	(20)
				[50]

QUESTION 2

2.1
- Functional keys
- Alphabetical keys
- Special functional keys
- Numerical keys
- Direction keys
- Modifier keys
- Windows keys (5)

2.2
- IM enables users to communicate in real-time by typing messages
- Users can respond quickly to questions or comments
- Chat happens in real-time and you know that the contact is online at that moment.
- It is free and convenient, no cost except for internet connection
- Users can contact other users in a way that does not interrupt them
- It enables users to transfer files, contact information (10)

2.3
- PDF file is Portable Document Format
- It preserve the document in a file format that is compatible with other application
- it is useful because you can export your data in a variety of formats (5)

[20]

QUESTION 3

3.1
3.1.1 CPU = Central Processing Unit
3.1.2 CTS = Carpal Tunnel Syndrome
3.1.3 RSI = Repetitive Strain (Stress) Injury
3.1.4 ICT = Information and Communication Technology
3.1.5 GUI = Graphical User Interface
3.1.6 IP = Internet Protocol
3.1.7 LAN = Local Area Network
3.1.8 CVS =Computer Vision Syndrome
3.1.9 WWW = World Wide Web
3.1.10 RAM = Random Access Memory

(10 × 2) (20)

3.2
- Copyright is exclusive legal right to print, reproduce, publish given to the owner of the work.
- Plagiarism is taking someone else's ideas or information and presenting it as your own. (4)

3.3
- Telephone line
- Mobile phone
- Cable
- Wi-Fi wireless
- WiMax
- Satellite (6 × 1) (6)

[30]

QUESTION 4

4.1
- 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 application.
- Example Windows, Linux MS –Dos, etc.
- Application software these are programs designed to be carried out by a computer to satisfy a user's specific needs
- MS word
- MS Excel
- Game PowerPoint (8)

4.2
- Use a mixture of letters and at least one number
- It must not be too short
- It must have an adequate length
- It not be easily guessed
- It should not be written anywhere
- It should be change regularly (5)

4.3
- Is used to drag
- Highlight
- Double click
- Select
- Point (5)

4.4 Path is way or movement within the structure from the root along a certain branch to a specific file or vice versa. (2)

[20]

TOTAL SECTION A: 120

SECTION B (WORD PROCESSING)

QUESTION 5

QUESTION 5
EXAMINATION NUMBER

TERRA OPTIMA THE APPLE GROWER

Terra Optima is a professional apple growing company that cultivates several varieties of apples on 24 hectares of land. The farm has its own irrigation system and the entire surface is covered with nets, protecting the apples from hail storms. Highest percentage of the surface is covered with Golden Delicious, Fuji, Superchief and Granny Smith apples.

All in all, Agrivi saves time and it's very easy to use in modern apple production such as ours." ~ TerraOptima

Terra Optima invests a lot of effort in tracking everything from pruning, irrigation, fertigation, spraying, and other activities during the entire growing season. This stresses the importance of data import simplicity and easier data analysis. Terra Optima has previously relied on solutions not so greatly tailored towards agriculture, wasting a lot time structuring data in spreadsheets and creating customized analytics and charts difficult to understand and share.

„We used a classic Microsoft Office data management approach in the beginning, until we found out about Agrivi and quickly transferred to your Farm Management System. Agrivi offers a very simple and easy way of tracking work, finances, workforce and weather alarms connected to pest and disease occurrence." ~ TerraOptima

Terra Optima needed a solution which can be used not only to record and store data, but also to make analysing that data quicker and easier. What good are all the spreadsheets and notes when at the end of the day you still have to mine through them to make any sense of them, let alone create reports that make sense to your supervisors? Agrivi helped Terra Optima record relevant operations in seamless fashion, while greatly reducing the need of sitting in front of the computer and wasting time analysing data while there's work to be done at the farm.

Agrivi saves time

"Agrivi gives us the ability of quickly and easily creating a weekly, monthly or yearly report about work on our plantation, finances, income projections, as well as the ability to quickly exchange production reports with our company's managing directors..." ~ TerraOptima

Terra Optima is currently working on expanding their farm with additional 10 hectares of land. Using Agrivi has helped streamline their operations and gave structure to their business from the management standpoint. A company that is growing rapidly needs partners who can provide cost effective, value adding solutions that will help them overcome business challenges and support their growth.

„All in all, Agrivi saves time and it's very easy to use in modern apple production such as ours." ~ TerraOptima

Modern Apple grower

5.1 *Header inserted✓✓*
5.2 *Main heading ,Algerian 16pt,bold, centre ✓✓✓✓*
5.3 *Drop cap T ✓✓*
5.4 *Double wave shape✓✓*
5.4 *Correct word inside shape ✓✓✓✓*
5.6 *3cm indentation correctly formatted✓✓ ✓✓*
5.7 *Footer information ✓✓✓✓✓*
5.8 *Page boarder ✓✓*
5.9 *Last paragraph copied to correct place ✓✓✓*
5.10 *Print ✓✓*

[30]

SPREAD SHEET

QUESTION 6

QUESTION 6
EXAMINATION NUMBER

	A	B	C	D	E	F	G
1	TERRA OPTIMA APPLE FARMER GROWER						
2							
3	DEBTORS:BALANCE SHEET						
4							
5	DEBTOR	TOTAL	0-30 DAYS	31-60 DAYS	61-90 DAYS	91-120 DAYS	120+ DAYS
6	Beachcomber Farm		567	343	101		100
7	Joel Rash Farm		456	232	202	100	
8	Fruit and Vege Market		345	121	303	80	50
9	Boxer Supermarket		234	200	404	60	100
10	Spar Hypermarket		124	300	505	40	150
11	Rowel Dolly Farm		678		606	20	200
12	Limpopo Dairy		789	345			250
13							
14	GROSS TOTAL						
15	% OF TOTAL						
16							
17	AVERAGE						
18	HIGHEST						
19	LOWEST						
20	NUMBER						

6.1 *Accuracy✓✓✓✓✓*
6.2 *Header inserted✓✓*
6.3 *Adjusted column✓*
6.4 *Print with row & column heading ✓✓*

[10]

QUESTION 7

QUESTION .
EXAMINATION NUMBER

TERRA OPTIMA APPLE FARMER GROWER

DEBTORS:BALANCE SHEET

DEBTOR	TOTAL	0-30 DAYS	31-60 DAYS	61-90 DAYS	91-120 DAYS	120+ DAYS
Beachcomber Farm	1111	567	343	101		100
Joel Rash Farm	990	456	232	202	100	
Fruit and Vege Market	899	345	121	303	80	50
Boxer Supermarket	998	234	200	404	60	100
Spar Hypermarket	1119	124	300	505	40	150
Rowel Dolly Farm	1504	678		606	20	200
Limpopo Dairy	1384	789	345			250
GROSS TOTAL	8005	3193	1541	2121	300	850
% OF TOTAL		40%	19%	26%	4%	11%
AVERAGE		456.14	256.83	353.50	60.00	141.67
HIGHEST		789	345	606	100	250
LOWEST		124	121	101	20	50
NUMBER		7	6	6	5	6

7.1 *Header changed ✓*
7.2 *Merged formatted ✓✓✓*
7.3 *Shading, bold row✓✓✓*
7.4 *A = all correct ✓✓*
B = all correct✓✓
C = all correct ✓✓✓
D = all correct ✓✓✓
E = all correct ✓✓✓
F = all correct ✓✓✓
G = all correct ✓✓
7.5 *Currency, 2 decimal place ✓✓*
7.6 *Lines drawn correctly ✓✓*
7.7 *Print with ✓*

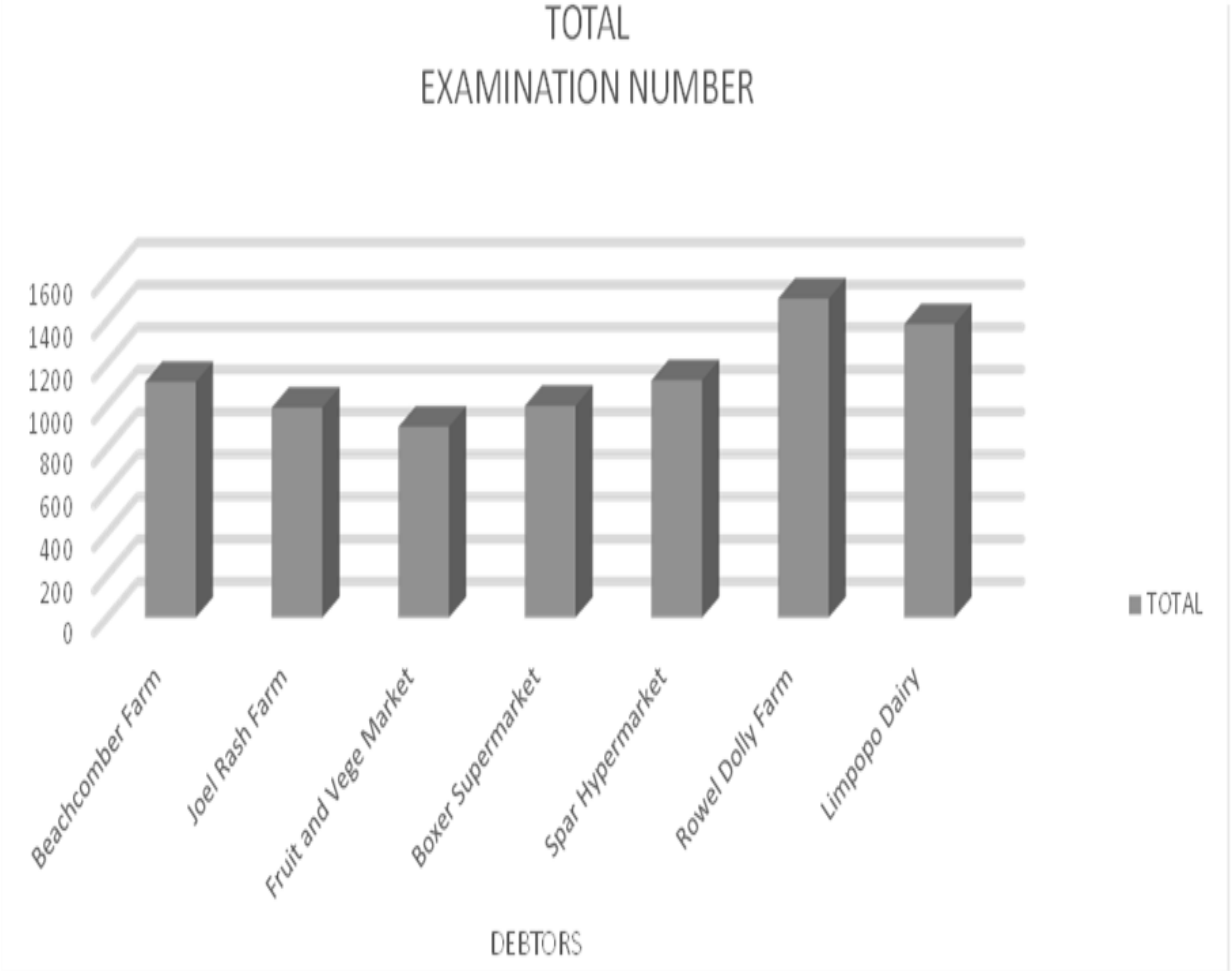
TOTAL: [30]

[30]

QUESTION 8

8.1 *Column chart inserted √√*
8.2 *Title information correct √√√*
8.3 *3pt Lines correct √√√*
8.4 *Print in landscape √√*

TOTAL: [10]



[10]

TOTAL SECTION B: 80
GRAND TOTAL: 200

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