

SPECIALTY: MANAGEMENT OF NON-GOVERNEMENTAL ORGANIZATION (NGO)

PAPER: CASE STUDY

Time allowed: 6Hours

Credit value: 12

OBJECTIVES/S OF THE PAPER: This paper will enable candidates to solve cases that pertain to real life office situations. It gives the student the opportunity to apply in a simulated office situation the theories, concepts, processes, and decision-making elements of administration learned in other business fields.

NATURE OF THE EXAMS: WRITTEN

FORMAT OF THE EXAMS:

EXAMS PAPER	DIFFERENT SECTIONS OF THE PAPER	NUMBER OF QUESTIONS	MARK ALLOCATED	DURATION PER PAPER	%
CASE STUDY	SECTION 1 <u>PROJECT MANAGEMENT</u> - Creation of project - Mounting of project - Planning of project - Communication in project	4	50(15+15+10+10)	3hrs	50
	- Technical analysis of projects - Management of projects				
	SECTION 2 <u>MARKET ANALYSIS AND MANAGEMENT OF RISKS</u> - Business ethics - Analysis of market - Fundamentals of marketing - General policy and strategy - Risk management - Initiation to logistics	4	50 (15+15+10+10)	3hrs	50
	TOTAL				100

PAPER : PROJECT MANAGEMENT

Time Allowed 5Hours

Credit value: 10

OBJECTIVES/S OF THE PAPER:

NATURE OF THE EXAMS:

WRITTEN

FORMAT OF THE EXAMS:

PAPER	OPTION	SECTIONS	QUESTIONS	MARK	DURATION	%
PROJECT MGMT	NGO	SECTION 1 CONCEPTION OF PROJECTS	03			
		• Creation of project • Planning of project • Communication in project		50 (15+15+20)	2hrs	50
		SECTION 2 MANAGEMENT OF PROJECTS • Mounting of project • Technical analysis of projects • General management of projects	03	50 (15+15+20)	3hrs	50
TOTAL MARK					100	

PAPER: MARKET ANALYSIS AND MANAGEMENT OF RISKS

Time allowed: 4Hours

Credit value: 6

OBJECTIVES/S OF THE PAPER:

NATURE OF THE EXAMS: WRITTEN

FORMAT OF THE EXAMS:

PAPER	DIFFERENT SECTIONS OF THE PAPER	NUMBER OF QUESTIONS	MARK ALLOCATED	DURATION PER PAPER	PERCENTAGE
MARKET ANALYSIS	SECTION 1 <u>MARKETING</u> ☐ Business ethics	04			
	- Fundamentals of marketing - Market analysis - General policy and strategy		70 (15+15+20+20)	3hrs	70
	SECTION 2 <u>MANAGEMENT OF RISKS</u> - Risks management - Initiation to logistics	02	30 (15+15)	1hrs	30
					100

PAPER: INFORMATION SYSTEM AND ACCOUNTING

Time allowed: 4 Hours

Credit Value: 06

INSTRUCTIONS

- ☐ Before starting this paper makes sure you are in possession of - - - pages
- ☐ Answer all questions
- ☐ No document is allowed except the one given to the candidate by the invigilator
- ☐ Non programmable calculators are accepted.

PAPER	DIFFERENT SECTIONS OF THE PAPER	NUMBE R OF QUESTI ONS	MARK ALLOCAT ED	DURATI ON PER PAPER	PERCENTA GE
INFORM SYSTEM & ACC	<u>SECTION 1</u> <u>INFORMATION SYSTEM</u>	02			
	☐ Information system ☐ Financial analysis		40 (20+20)	2hrs	40
	<u>SECTION 2</u> <u>ACCOUNTING</u> ☐ Principles of accounting ☐ Legal management and tax Cost accounting and ☐ budgetary management	03	60 (20+20 +20)	2hrs	60
					100