

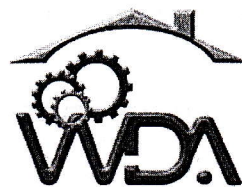
**MVM - Enterprise organization**

**WORKFORCE DEVELOPMENT AUTHORITY**

**T038**

**Tuesday, 05/11/2013**

**1:30 - 4:30 PM**



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**ADVANCED LEVEL NATIONAL EXAMINATIONS, 2013,  
TECHNICAL AND PROFESSIONAL TRADES**

**EXAM TITLE: Enterprise organization**

**OPTION: MotorVehicle Mechanics (MVM)**

**DURATION: 3hours**

**INSTRUCTIONS:**

The paper contains **Three (3)** Sections:

Section I: Fifteen **(15)** questions, **allCompulsory.** **55marks**

Section II: Five **(5)** questions, **Choose any Three (3).** **30marks**

Section III: Three **(3)** questions, **Choose any one (1).** **15marks**

**Section I: Answer all the questions.****55marks**

01. Name four jobs in the automotive service business. **4marks**
02. What are four main factors that determine the expected life of a vehicle? **4marks**
03. Why regular maintenance and servicing of a vehicle are they so important? **6marks**
04. Calculate the simple interest earned on the principle sum of 250000Rwf, rent for a period of 3 years at an interest rate of 25%. **2marks**
05. What is a cheque and what are the parts of cheque named? **4marks**
06. List six types of cheques. **6marks**
07. Outline the management tasks of a Research and development department in an enterprise. **3marks**
08. Why is management inventory done? **4marks**
09. Name three machining jobs you might perform on an engine. **3marks**
10. What does the term "shop layouts" mean? **1mark**
11. What is certification? **1mark**
12. What is the importance of an organization chart to an entrepreneur? **6marks**
13. Name four types of major bank accounts. **4marks**
14. What are the objectives of a quality- management system? **5marks**
15. What are two theoretically components of an inventory? **2marks**

**Section II: Answer three (3) questions of your choice. 30marks**

16. a) What is a bank? **6marks**  
b) Name four types of financial institutions. **4marks**
17. List at least ten duties of Head Mechanic in a workshop management and vehicle maintenance. **10marks**
18. Discuss: a) Five merits of sole proprietorship. **5marks**  
b) Five demerits of sole proprietorship. **5marks**
19. Outline the management tasks of the following departments:  
a) Accounts and finance department; **5marks**  
b) Human resource (personnel) department; **5marks**
20. What are ten requirements of an ideal office? **10marks**

**Section III: Answer only one (1) question of your choice. 15marks**

21. List compulsory renewing and checks that you can carry out on a vehicle (with diesel engine) at a) 50,000km? **11marks**  
b) 100,000km? **4marks**
22. Clearly and briefly, draw a simple example of trading enterprise organizational chart. **15marks**
23. Health, safety and security must be of the highest priority in an automechanical workshop. Explain in detail. **15marks**