



**NAMIBIA UNIVERSITY**  
OF SCIENCE AND TECHNOLOGY

**FACULTY OF COMMERCE, HUMAN SCIENCES AND EDUCATION**

**DEPARTMENT OF MANAGEMENT**

<b>QUALIFICATION: BACHELOR OF BUSINESS AND INFORMATION ADMINISTRATION</b>	
<b>QUALIFICATION CODE: 07BBIA</b>	<b>LEVEL: 6</b>
<b>COURSE CODE: AMM611S</b>	<b>COURSE NAME: ADMINISTRATIVE MANAGEMENT 2A</b>
<b>SESSION: JULY 2022</b>	<b>PAPER: THEORY (PAPER 2)</b>
<b>DURATION: 2 HOURS</b>	<b>MARKS: 100</b>

<b>SECOND OPPORTUNITY EXAMINATION QUESTION PAPER</b>	
<b>EXAMINER(S)</b>	DR. N. ANGULA
<b>MODERATOR:</b>	MS A. SCHROEDER

<b>INSTRUCTIONS</b>
<ol style="list-style-type: none"><li>1. Answer ALL the questions.</li><li>2. Read all the questions carefully before answering.</li><li>3. Number the answers clearly</li></ol>

**THIS QUESTION PAPER CONSIST 5 PAGES (Including this front page)**

**Section A: Multiple choice questions****QUESTION 1****MARKS: 10**

Answer the following multiple choice questions. Only write down the question number and the correct answer. E.g. 1.1 C

- 1.1 A special type of loan that could be extended to a company to help it acquire property is known as:  
A Mortgage  
B Trade credits  
C Bank overdraft  
D Factoring
- 1.2 Which one is described as money acquired from banks, friends or investors?  
A Finance  
B Monetary fund  
C Capital  
D Loans
- 1.3 The Bank of Namibia is the central bank of the Republic bank, having been found in?  
A 1992  
B 1991  
C 1990  
D 1993
- 1.4 Which interest describes a fast method of calculating the interest charged on a loan or accrued to an investment?  
A Inflation rate  
B Principal amount rate  
C Compound interest  
D Simple interest
- 1.5 A petty cash voucher is usually a small form that is used to document a disbursement (payment) from a \_\_\_\_\_  
A Payment voucher  
B Petty cash fund  
C Fixed imprest amount  
D Petty voucher
- 1.6 Entrepreneurship may be defined as the act of identifying opportunities, and taking on risks in the hope of making a:

- A Profit
  - B Loans
  - C Bank overdraft
  - D Capital
- 1.7 What does SWOT stand for?
- A Strong weakness opportunities threats
  - B Strengths weaknesses opportunities threats
  - C Straight weaknesses opportunities threats
  - D Summarise weakness opportunities threats
- 1.8 Insurable risks are those that insurance policy providers are willing and able to \_\_\_\_\_
- A Measurable loss
  - B Risks
  - C insure
  - D Chance of loss
- 1.9 Conference are also regarded as
- A Seminars
  - B Narrative meeting
  - C Committees
  - D Public meetings
- 1.10 Systems theory is closed related to the rule of \_\_\_\_\_
- A "Cause and affect"
  - B "cause and effect"
  - C Negative
  - D Positive

[10]

**Section B: Structured questions****(90 marks)****Question 1**

Explain the fundamental principles guiding financial management in businesses?  
**(10 marks)**

**Question 2**

Explain why a petty cash box important in a business enterprise operation?  
**(10 marks)**

**Question 3**

State and describe factors that hinder entrepreneurship in the Namibian context?  
**(10 marks)**

**Question 4**

Differentiate between short-term and long-term insurance for a business?  
**(10 marks)**

**Question 5**

With the use of examples, explain why is important to plan and prepare a business meeting?  
**(10 marks)**

**Question 6**

Explain why is important to maintain cultural sensitivity across international dynamics in business?  
**(10 marks)**

**Question 7**

Differentiate between the three environments in which businesses operates?  
**(10 marks)**

**Question 8**

State and describe three factors in the macro environment that impact business?  
(10 marks)

**Question 9**

List and explain types of pressure groups and their impact on business operations?  
(10 marks)

<b>TOTAL: 100</b>
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**End of Examination**

**Dr. Asa R Asa**