



**NAMIBIA UNIVERSITY
OF SCIENCE AND TECHNOLOGY**

**FACULTY OF COMMERCE, HUMAN SCIENCES & EDUCATION
DEPARTMENT OF GOVERNANCE AND MANAGEMENT SCIENCES**

QUALIFICATION: BACHELOR OF BUSINESS AND INFORMATION ADMINISTRATION	
QUALIFICATION CODE: 07BBIA	LEVEL: 6
COURSE: ADMINISTRATIVE MANAGEMENT 2A	COURSE CODE: AMM611S
DATE: JUNE 2024	SESSION: PAPER 1
DURATION: 2 HOURS	MARKS: 100

1ST OPPORTUNITY EXAMINATION QUESTION PAPER	
Examiner:	Ms. P. Witbeen
Moderator:	Ms. A. Schroeder

**THIS QUESTION PAPER CONSISTS OF 6 PAGES
(INCLUDING THIS FRONT PAGE)**

INSTRUCTIONS

1. Answer **ALL** the questions.
2. Read all the questions carefully before answering.
3. Make sure your name and surname, question number and the date appears on the answer script.
4. Please ensure that your writing is legible, neat and presentable.
5. Marks for each question are indicated at the end of each question.

QUESTION 1

MARKS [10]

Answer the following multiple-choice questions. Write down only the letter next to the appropriate number. For example, 1.1. E

- 1.1 An estimation of income or revenue expected to be made, and expenses to be incurred, over a given time period is known as a:
- A. Petty Cash
 - B. Financial Management
 - C. Budget
 - D. Surplus Budget
- 1.2 Which of the following is NOT an Internal Source of Capital?
- A. Company sells assets to raise capital
 - B. Capital made available by owners
 - C. Investors on the stock exchange
 - D. Profits used to finance expansion
- 1.3 Interest that you earn based on the principle amount plus the interest that you have already earned is called _____.
- A. Simple Interest
 - B. Accrued Interest
 - C. Fixed Interest
 - D. Compound Interest
- 1.4 The act of identifying opportunities, and taking on risks in the hope of making a profit can be defined as _____.
- A. Entrepreneurship
 - B. Risk Taker

- C. Entrepreneur
- D. Business Process

1.5 Risks that insurance policy providers are willing and able to insure are called _____.

- A. Long-term insurance
- B. Uninsurable Risks
- C. Short-term insurance
- D. Insurable Risks

1.6 Risks that cannot be avoided through use of caution and preventative measures is termed as _____ in the insurance business.

- A. Acts of God
- B. Insurable Interest
- C. Insurable Risks
- D. Long-term policies

1.7 A _____ is the proposal or suggestion that has been tabled for discussion during a meeting?

- A. Debate
- B. Motion
- C. Quorum
- D. Agenda

1.8 A special meeting behind closed doors is called?

- A. Committee
- B. Commission
- C. Conference
- D. Meeting in Camera

- 1.9 An external organisation that find ways to influence or force the targeted enterprise to comply with its wish and demands is known as _____.
- A. Union
 - B. Entrepreneur
 - C. Pressure Group
 - D. Business Owner
- 1.10 _____ is applicable when institution is allowed to withdraw more money than it has in its bank account:
- A. Factoring
 - B. Trade Credits
 - C. Bank Overdraft
 - D. Hire Purchase

QUESTION 2

MARKS [38]

Answer the following questions:

- 2.1. State the difference between Incremental and Zero Based Budgeting Systems. Provide an example for each one. **(6)**
- 2.2. Discuss the three fundamental principles of Financial Management. **[6]**
- 2.3. Long term finance is usually financing that comes from outside of the business and covers a period of ten or more years. Identify and discuss any three forms of long-term sources of financing. **(6)**
- 2.4. Discuss the concept “internal controls” and explain the importance of why organisations should have internal control measures in place. **(5)**

- 2.5. Distinguish between short-term and long-term company insurance with relevant examples. (6)
- 2.6. Differentiate between the Commercial Banks, Development Bank, Reserve/Central Bank and provide an example for each one. (9)

QUESTION 3

MARKS [20]

Answer the following questions:

- 3.1. Discuss the four types of minutes commonly found in practice. (8)
- 3.2. Differentiate between postponement and adjournment. (2)
- 3.3. The BIA Student Society has recently been established and the members are expected to elect the executive committee. Discuss the five approaches to voting that is commonly employed in practice and suggest the best voting method. (10)

QUESTION 4

[12]

- 4.1. Define an imprest system and describe how a imprest system works in any business? (5)
- 4.2. Since we now live in a global village, you will be connecting and communicating with people from different cultural backgrounds, therefore, it imperative that you are aware about the cultural differences. Explain what cultural sensitivity/awareness is and state why it is important. (5)

4.3. Give two examples of how you can develop cross cultural awareness. (2)

QUESTION 5 [20]

5.1. State the difference between a closed and an open system in the business environment? (2)

5.2. Business environment encompasses all factors that affect a company's operations and includes customers, competitors, stakeholders, suppliers, industry trends, regulations other government activities, social and economic factors and technological developments. Discuss the three (3) environments that businesses/organisations operate in/around. Give an example for each environment (9)

5.3. Pressure groups are gaining prominence and institutions cannot just ignore them to go because it has the potential to cause reputational damage if concerns are not addressed. Discuss the two (2) types of pressure groups with appropriate examples. (6)

5.4. List any three (3) qualities of a good entrepreneur. (3)

TOTAL: 100