



**NAMIBIA UNIVERSITY  
OF SCIENCE AND TECHNOLOGY**

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

<b>QUALIFICATION: BACHELOR OF BUSINESS AND INFORMATION ADMINISTRATION</b>	
<b>QUALIFICATION CODE: 07BBIA</b>	<b>LEVEL: 6</b>
<b>COURSE: ADMINISTRATIVE MANAGEMENT 2A</b>	<b>COURSE CODE: AMM611S</b>
<b>DATE: JULY 2024</b>	<b>SESSION: PAPER 2</b>
<b>DURATION: 2 HOURS</b>	<b>MARKS: 100</b>

<b>2<sup>nd</sup> OPPORTUNITY EXAMINATION QUESTION PAPER</b>	
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<b>Moderator:</b>	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 A person/group of persons who sets up a business(s), taking financial risks with the hope of making profits is called as \_\_\_\_\_.
- A. Business Person
  - B. Entrepreneur
  - C. Financial Manager
  - D. Creative Persons
- 1.2 Indicate which measures are used to define SMME's?
- A. Size of premises and location
  - B. Number of senior managers and profits
  - C. Annual profits and size of facilities
  - D. Number of employees and annual turnover
- 1.3. Which of the following is an External 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
- 1.4. Risks that insurance policy providers are NOT willing and able to insure are called \_\_\_\_\_.
- A. Long-term insurance
  - B. Uninsurable Risks
  - C. Short-term insurance
  - D. Insurable Risks

- 1.5 Interest that you earn only based on the money you deposit or invest is called the?
- A. Simple Interest
  - B. Accrued Interest
  - C. Fixed Interest
  - D. Compound Interest
- 1.6. The term used to define the minimum number of people required to be present for a meeting to be deemed valid and legal is:
- A. Debate
  - B. Motion
  - C. Quorum
  - D. Agenda
- 1.7. When a special team or committee has been appointed to investigate a particular matter, or simply to gather information and ultimately report its findings, this format of a meeting is known as?
- A. Commission
  - B. Conference
  - C. Committee
  - D. Meeting in Camera
- 1.8. \_\_\_\_\_ primarily focus on the decisions that have been approved by the participants.
- A. Verbatim Minutes
  - B. Action Minutes
  - C. Narrative Minutes
  - D. Resolution Minutes

1.9 Which of the following is an insurable risk?

- A. Acts of God
- B. Gambling losses
- C. Loss of profit through competition
- D. None of the above

1.10 Official rules of engagement and procedures that are expected during official interactions is referred to as:

- A. Cultural Awareness
- B. Protocol
- C. Global Village
- D. Company Procedures

**QUESTION 2**

**MARKS [10]**

Define the following terms:

2.1. Cultural Awareness:

2.2. Meeting:

2.3. Business Plan:

2.4. Budget:

2.5. Insurance:

**QUESTION 3**

**[35]**

3.1. State and describe five (any five) principles of Financial Management.

**(10)**

- 3.2. Leasing allows organisations to acquire equipment now, with money that isn't immediately available. Identify and discuss the various types of approaches to leasing that is commonly found in industry. (6)
- 3.3. List the five basic services that are offered by commercial banks. (5)
- 3.4. Describe what a petty cash voucher is and state the information that is required when completing a petty cash voucher. (8)
- 3.5. Identify and discuss three (any three) principles of insurance. (6)

**QUESTION 4**

**[32]**

- 4.1. You are the Secretary of the AMM Student Society and have been tasked to develop a notice for an upcoming meeting. Draft a notice of such a meeting. Use your imagination in terms of the details to be included in the notice. (8)
- 4.2. Identify and contrast any two advantages and disadvantages of having small group meetings as opposed to the bigger group meetings. (8)
- 4.3. List the four areas that are regarded as potential red flags in protocol. (4)
- 4.3. The financial function is one of the key performance areas that is found within all organisations. The person managing this function is known as the financial manager and

its goal is to increase the wealth and prosperity of owners. Explain two (2) ways in which a financial manager can improve the wealth of stockholders. (2)

- 4.4. The relatively high failure rates among MSMEs/SMME's in many developing countries are a concern to policy makers, and Namibia is no exception. Discuss five challenges experienced by SMME's in Namibia. (10)

**QUESTION 5**

**[13]**

- 5.1. Meetings costs both time and money for organisations and these are resources that should not be taken for granted. What are some of the strategies an organisation can implement to ensure meetings are brief? (5)
- 5.2. State what you understand by the term SWOT Analysis. Also indicate what the abbreviation S.W.O.T stands for. (6)
- 5.3. List any two (2) qualities of a good entrepreneur. (2)

**TOTAL: 100**