



ΠΑΜΙΒΙΑ UNIVERSITY
OF SCIENCE AND TECHNOLOGY

FACULTY OF COMMERCE, HUMAN SCIENCES AND EDUCATION

DEPARTMENT OF GOVERNANCE & MANAGEMENT SCIENCES

QUALIFICATION : BACHELOR OF BUSINESS AND INFORMATION ADMINISTRATION	
QUALIFICATION CODE: 07BBIA	LEVEL: 6
COURSE CODE: AMM611S	COURSE NAME: Administrative management 2A
SESSION: June 2023	PAPER: THEORY (PAPER 1)
DURATION: 2 HOURS	MARKS: 100

1st OPPORTUNITY EXAMINATION QUESTION PAPER	
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INSTRUCTIONS
<ol style="list-style-type: none">1. Answer ALL the questions.2. Read all the questions carefully before answering.3. Number the answers clearly

THIS QUESTION PAPER CONSISTS OF 6 PAGES (Including this front page)

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

Section A: Multiple choice questions

- 1.1 Every organisation seeks to maximise income whilst minimising:
- A. Cost or Expenses
 - B. Financial function
 - C. Increase stockholders' wealth
 - D. Cost of capital
- 1.2 _____ is an estimation of income or revenue expected to be made, and expenses to be incurred, over a given time period:
- A. Interest rate fluctuations
 - B. Operating effectiveness
 - C. A budget
 - D. Financial management
- 1.3 The Bank of Namibia is the central bank of the Republic bank, having been founded in:
- A. A 1993
 - B. B 1992
 - C. C 1991
 - D. D 1990
- 1.4 This will be given an amount of money to store in a petty cash box, which is locked and kept in a safe place:
- A. Petty Cash Journal
 - B. Petty cash voucher
 - C. The petty cashier
 - D. Petty cash box

- 1.5 This is defined as the act of identifying opportunities and taking on risks in the hope of making a profit:
- A. Economic development
 - B. Entrepreneurship
 - C. Enterprises
 - D. SMMEs
- 1.6 This are those that insurance policy providers are willing and able to insure:
- A. Insurable risks
 - B. Uninsurable risks
 - C. Policy
 - D. Premium
- 1.7 This is the minimum number of people/participants that must be present at a meeting for it to be validly constituted and able to make binding decisions:
- A. A quorum
 - B. Chairperson
 - C. Debates
 - D. Motions
- 1.8 Which culture does not eat pork or any pork products such as ham, bacon, pork sausages:
- A. Muslims
 - B. Hindu
 - C. African
 - D. Western
- 1.9 This seeks to explain the interdependence between the business organisations and its environment:
- A. Competitors system
 - B. Closed system
 - C. Systems theory
 - D. The Open system

- 1.10 This is the environment or condition that exists in the economy (or country, region, world) as a whole, rather than being isolated by industries:
- A. Cyclical industries
 - B. The microenvironment
 - C. Competitors
 - D. The macro environment

[10 marks]

Section B: Structured questions**[90 Marks]****Answer each of the following questions:****Questions 1**

Financial management is an essential component of every organisation.

Assume you are the financial manager for Secure Smart Solutions, and your job is to handle the company's finances. Identify and explain the five key tasks of a finance manager at Secure Smart Solutions? **[10]**

Question 2

You are the head of department at Namibia Financial Institutions Supervisory Authority and your role is to prepare departmental budget. State and describe the five benefits and drawbacks of each budgeting approach for your finance department? **[10]**

Question 3

You are an independent financial auditor at Bandcamp, and your job is to audit the company's financial statements. What are the five most important internal control measures in your company, and why are they so important? **[10]**

Question 4

The entrepreneur is defined as someone who has the capacity and drive to begin, manage, and thrive in a start-up enterprise with the risk of profit. What are the five roles of entrepreneurship in the Namibian economy, and how do you describe them? **[10]**

Question 5

Entrepreneurship is the process of creating, organising, and operating a new business to earn a profit while assuming financial risk. Outline and explain the five factors that promote entrepreneurship in Namibia? **[10]**

Question 6

Diplomatic engagements are prevalent all throughout the world and have become international norms. What are the five most important factors to consider when dealing with diplomatic interactions, and how important is protocol in diplomatic interactions with others? **[10]**

Question 7

Namibia is a cosmopolitan country with individuals from several cultural ethnic groups, and no culture is superior to another.

Identify and explain five cultural sensitivities in food choice and describe each cultural sensitivity found in Namibian culture and religion? **[10]**

Question 8

Most firms do not operate in a vacuum; hence many are guided by rules set by regulatory agencies to ensure efficient and successful operation.

Name and explain five elements of the business environment in which the business you represent operates? **[10]**

Question 9

A macro environment is the set of conditions that prevail in the economy, as opposed to a specific sector or location.

Outline the five macroenvironmental elements and explain how each one affects business operations? **[10]**

[Section B Total Marks: 90]

End of examination

TOTAL: 100
