



**NAMIBIA 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: July 2023	PAPER: THEORY (PAPER 2)
DURATION: 2 HOURS	MARKS: 100

2nd OPPORTUNITY EXAMINATION QUESTION PAPER	
EXAMINER:	Dr. N. ANGULA
MODERATOR:	Ms A. Schroeder

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 5 PAGES (Including this front page)

- 1.5 A proper petty cash system thus acts as an asset in the:
- A. External control tools set
 - B. Internal control tools set
 - C. Procedures designed
 - D. Employee fraud
- 1.6 The petty cashier will be given an amount of money to store in:
- A. Petty cashier
 - B. Bank
 - C. A cash box
 - D. A petty cash box
- 1.7 Entrepreneurs are important in the development of the:
- A. Electronic commerce
 - B. SMMEs
 - C. Unequal societies
 - D. Economy
- 1.8 This allows an enterprise or organisation to understand its Strengths and Weakness, as well as Opportunities and Threats that could potentially impact it:
- A. Strategic planning
 - B. Opportunity cost
 - C. A SWOT analysis
 - D. Market analysis
- 1.9 This are those that insurance policy providers are willing and able to insure:
- A. Risk management
 - B. Risk portfolio
 - C. Uninsurable risks
 - D. Insurable risks
- 1.10 Is a proposal tabled or made by a member of the meeting for consideration:
- A. A chairperson
 - B. Meeting
 - C. A motion
 - D. A Debate

[10 marks]

Question 6

Assume you are a meeting administrator at TransNamib, and your job is to record and take notes for all meetings held at the organisation. In your organisation, Name and explain the five different types of meetings you use? [10]

Question 7

When planning a business meeting, it is critical to consider many techniques to ensure the meeting's success. Identify and explain five factors or procedures you can consider when setting up a dinner table for guests? [10]

Question 8

Pressure groups, also known as interest groups, are groups of people that share a common interest and attempt to influence decisions made by businesses, organisations, or governments. Illustrate the five types of pressure groups and explain their impact on business operations? [10]

Question 9

Many firms or companies use the close and open system concept in their business environment. Differentiate between a closed system and an open system in a corporate environment using two examples of each? [10]

[Section B Total Marks: 90]

End of examination

TOTAL: 100
