



**NAMIBIA UNIVERSITY  
OF SCIENCE AND TECHNOLOGY**

**FACULTY OF COMMERCE, HUMAN SCIENCES & EDUCATION  
DEPARTMENT OF GOVERNANCE AND SCIENCES, HOSPITALITY, TECHNICAL AND VOCATIONAL  
EDUCATION AND TRAINING**

<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: JUNE 2025</b>	<b>SESSION: PAPER 1</b>
<b>DURATION: 2 HOURS</b>	<b>MARKS: 100</b>

<b>FIRST OPPORTUNITY EXAMINATION QUESTION PAPER</b>	
<b>Examiner:</b>	Ms. P. LOUW
<b>Moderator:</b>	Ms. A. Schroeder

<b>INSTRUCTIONS</b>	
1.	Answer <b>ALL</b> the questions.
2.	Read all the questions carefully before answering.
3.	Make sure your student number and question number appear on the answer script.
4.	Please ensure that your writing is legible, neat and presentable.

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

**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 Which criteria are used to classify SMMEs?
- A. Size of premises and location
  - B. Number of employees and annual turnover
  - C. Number of senior managers and profits
  - D. Annual profits and size of facilities
- 1.2 Which one is a fundamental principle of financial management?
- A. Finance principle
  - B. Accounting principle
  - C. Cost-benefit principle
  - D. Budget principle
- 1.3 A projection of the income likely to be earned and the costs expected to be spent within a specific timeframe is referred to as a:
- A. Petty Cash
  - B. Invoice
  - C. Statement
  - D. Budget
- 1.4 Which of the following best represents the fixed imprest system?
- A. Petty cash spent plus employee reimbursements
  - B. Cash on hand minus petty cash expenses
  - C. Cash received minus bank deposits

D. Total expenses plus petty cash balance

1.5 Which of the following best defines entrepreneurship?

- A. Managing a team within a large corporation
- B. The process of saving and budgeting for future expenses
- C. Selling goods and services at a fixed price without innovation
- D. Identifying opportunities and taking risks with the aim of earning a profit

1.6 In the insurance industry, what term is used to describe risks that cannot be prevented or avoided, even with careful planning and precaution?

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

1.7 A special meeting behind closed doors is called?

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

1.8 What term refers to the minimum number of individuals who must be present for a meeting to be officially valid and legally recognised?

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

- 1.9 What term is used to describe risks that insurance providers are unwilling or unable to cover?
- A. Insurable Risks
  - B. Calculable Risks
  - C. Covered Risks
  - D. Uninsurable Risks
- 1.10. What is the term for an outside organisation that seeks to influence or force a business to meet its demands?
- A. Pressure Group
  - B. Union
  - C. Entrepreneur
  - D. Business Owner

**QUESTION 2**

**MARKS [30]**

Answer the following questions:

- 2.1. Identify and explain the different short-term sources of finance commonly used by business entities, typically covering a period of one year or less. **(6)**
- 2.2. Explain the difference between Incremental Budgeting and Zero-Based Budgeting systems. **(4)**
- 2.3. Identify and describe three different categories of banks in Namibia. For each category, provide an example of the bank and outline two services offered by that bank. **(12)**
- 2.4. Discuss the concept “internal controls” and explain the importance of why organisations should have internal control measures in place. **(6)**

2.5. Distinguish between postponement and adjournment. (2)

**QUESTION 3**

**MARKS [20]**

Answer the following questions:

3.1. State five (5) disadvantages of large group meetings. (5)

3.2. The goal of the financial manager is to increase stockholder's wealth. Explain two ways in which financial managers could achieve this. (2)

3.3. The BIA Student Society needs to elect its executive committee. Discuss five common voting methods they could use. (10)

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

**QUESTION 4**

**[18]**

4.1 In our globalised world, you'll interact with people from diverse cultures. Explain what cultural sensitivity/awareness is, and state why it is important. (5)

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

4.3. Leasing helps organisations acquire equipment without immediate funds. Identify and discuss common leasing methods. (6)

- 4.4. Meetings consume valuable time and money. State five strategies you can use when planning a meeting to ensure it is brief. (5)

**QUESTION 5** [22]

- 5.1. The business environment includes various factors affecting operations. Identify and discuss three (3) types of environments businesses operate in and give an example for each. (9)

- 5.2. State five principles of Financial Management. (5)

- 5.3. Define insurance and identify two types of insurance. Provide one example for each type. (6)

- 5.4. Indicate what type of a meeting is described below:

(a) A special team that has been appointed to investigate a particular matter. (1)

(b) They are regarded as public meetings and its primary purpose is to share information, usually information provided by experts. (1)

**TOTAL: 100 Marks**