



**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: JULY 2025</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>	
<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 What is the term for interest earned on both the principal amount and the accumulated interest?
- A. Simple Interest
  - B. Compound Interest
  - C. Accrued Interest
  - D. Fixed Interest
- 1.2 What is a motion in the context of a meeting?
- A. A summary of decisions made during the meeting
  - B. A record of attendance at the meeting
  - C. A proposal or suggestion put forward for discussion
  - D. A formal agreement signed after the meeting
- 1.3 What are risks that insurance companies are both willing and able to cover called?
- A. Avoidable risks
  - B. Uninsurable risks
  - C. Speculative risks
  - D. Insurable risks
- 1.4 Which of the following refers to the process where an institution is permitted to withdraw more funds than are available in its bank account?
- A. Bank Overdrafts
  - B. Factoring
  - C. Trade Credits

D. Hire Purchase

1.5 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

1.6 Which of the following statement best describes the concept of insurance?

- A. A way to avoid all types of financial losses
- B. A savings plan that guarantees profit
- C. A loan taken to cover unexpected expenses
- D. A method of transferring potential loss costs to another party for a fee

1.7 What do you call a person or group who sets up a business, taking financial risks with the hope of making profits?

- A. Entrepreneur
- B. Investor
- C. Manager
- D. Employee

1.8 What does cultural awareness entail?

- A. Ignoring differences between cultures
- B. Understanding, respecting, and accepting other cultures and their identities
- C. Promoting only your own cultural values
- D. Forcing others to adapt to your cultural practices

- 1.9 Which of the following statement best describes the term protocol?
- A. A set of informal guidelines used during casual interactions
  - B. A series of recommendations for non-structured meetings
  - C. Unwritten social norms observed in everyday conversations
  - D. Official rules and procedures that govern conduct during formal interactions
- 1.10 What is the purpose of the SWOT framework?
- A. To assess the financial performance of a company
  - B. To evaluate the competitive position of a company and develop a strategic plan
  - C. To monitor employee satisfaction and productivity
  - D. To track marketing campaign success

**QUESTION 2**

**MARKS [30]**

Answer the following questions:

- 2.1. Discuss the four types of minutes commonly found in practice. **(8)**
- 2.2. Long-term finance typically comes from external sources and spans over ten years. Identify and discuss three forms of long-term financing. **(6)**
- 2.3. Pressure groups are becoming more influential and can impact an institution's reputation. Identify and define two types of pressure groups, providing examples for each. **(6)**
- 2.4. Explain what a petty cash voucher is and list the information needed to complete one. **(8)**

2.5. Define the term budget. (2)

**QUESTION 3** [20]

Answer the following questions:

3.1. List the five basic services that are offered by commercial banks. (5)

3.2. Identify and discuss three principles of insurance. (6)

3.3. Discuss the three fundamental principles of Financial Management. [6]

3.4. List the three (3) areas that are regarded as potential red flags in protocol. (3)

**QUESTION 4** [25]

Answer the following questions:

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

4.2. State the advantages of small group meetings. (5)

4.3. Explain the meaning of SWOT Analysis and clearly state what each letter in the abbreviation S.W.O.T represents. (6)

4.4. Identify the five factors of the macro environment and describe how each one influences business operations. (10)

4.5. Describe your understanding of the term 'meeting'. (2)

**QUESTION 5** [15]

Answer the following questions:

5.1. State five reasons why it is important for an organisation to prepare a budget. (5)

5.2. You have been assigned the responsibility of overseeing the upgrade of printers across the entire institution. Your supervisor has asked you to advise the procurement team on whether to buy or lease the printers. Clearly explain why leasing the printers might be a better option than purchasing them. (5)

5.3. Mention two natural disasters, also known as 'Acts of God,' that occur from time to time in Namibia. (2)

5.4. Your manager has requested you to organise a departmental meeting. Suggest the most suitable time to schedule the meeting and mention two specific times that should be avoided. Explain why those times may not be appropriate. (3)

**TOTAL: 100**