



**NAMIBIA UNIVERSITY
OF SCIENCE AND TECHNOLOGY**

FACULTY OF COMMERCE, HUMAN SCIENCES & EDUCATION

DEPARTMENT OF GOVERNANCE AND MANAGEMENT SCIENCES

QUALIFICATION: Bachelor of Business & Information Administration	
QUALIFICATION CODE: 07BBIA	LEVEL: 6
COURSE: Administrative Management 2B	COURSE CODE: AMM621S
DATE: January 2023	SESSION: THEORY
DURATION: 2 Hours	MARKS: 100

2nd OPPORTUNITY EXAMINATION QUESTION PAPER	
EXAMINERS	Ms. A. Schroeder (Full-time) Dr. N. Angula (Distance)
MODERATOR:	Mr. H. Herman

INSTRUCTIONS
a) Answer ALL the questions in Section A. b) Answer any eight (8) questions in Section B. c) Read all questions carefully before answering. d) Number answers according to the numbering structure provided in the question paper.

THIS EXAMINATION PAPER CONSISTS OF 6 PAGES

(INCLUDING THIS FRONT PAGE)

SECTION A: Answer all questions in this section.

[20]

QUESTION 1

(20)

Choose the letter from the options that best completes the following sentences:

- 1.1 Indicate to which interdependence type is referred to, when the output of unit A becomes the input of unit B. Hence unit B is directly dependent on A.
- A. Pooled interdependence
 - B. Reciprocal interdependence
 - C. Sequential interdependence
 - D. Timed interdependence
 - E. Scheduled interdependence
- 1.2 Refers to a work area available to everyone as needed:
- A. Caves
 - B. Commons
 - C. Cottaging
 - D. Guesting
 - E. Just-in-time office
- 1.3 The B in the acronym POSDCORB stand for.
- A. Beautiful
 - B. Between
 - C. Budgeting
 - D. Better
 - E. Boardroom
- 1.4 Indicate to which management function is referred to, in a multi-dimensional administration function concerned with the bringing of resources together to get things done.
- A. Organising
 - B. Staffing
 - C. Planning
 - D. Leading
 - E. Coordinating
- 1.5 The abbreviation VMOSA stands for:
- A. Version, Main, Objectives, Steady & Activity
 - B. Vision, Military, Objectives, Survey & Authority
 - C. Virtual, Micro, Organising, Staffing & Administrative
 - D. Vision, Mission, Objectives, Strategy & Action Plans
 - E. Virtual, Mission, Objectives, Strategy & Achievement
- 1.6 _____ refers to the authority based on a person's expertise, knowledge and experience.
- A. Position authority
 - B. Expert authority
 - C. Line authority
 - D. Staff authority
 - E. Functional authority

- 1.7 _____ is the inherent managerial right to do something, to tell people what to do and expect people to do as told.
- A. Departmentalisation
 - B. Authority
 - C. Power
 - D. Centralisation
 - E. Responsibility
- 1.8 _____ is authority to advise or assist colleagues within the organisation. For example, the Personal Assistant will have this type of authority over his/her own manager such as minute taking, travel arrangements or dealing with visitors.
- A. Position authority
 - B. Expert authority
 - C. Line authority
 - D. Staff authority
 - E. Functional authority
- 1.9 _____ refers to power where the HR Manager threatens the HR Officer to do appoint a Driver who does not meet the vacancy requirements.
- A. Coercive power
 - B. Legitimate power
 - C. Reward power
 - D. Referent power
 - E. Expert power
- 1.10 The acronym M in SMART goals stand for:
- A. Moderation
 - B. Measurable
 - C. Memorable
 - D. Mild
 - E. Military

SECTION B

[80]

Answer any eight (8) questions from this Section B. Should a student answer all nine questions, only the first eight (8) questions will be marked.

QUESTION 2

(10)

Organisations may have many leaders and managers. Differentiate between management and leadership in a table format.

QUESTION 3

(10)

Daniel Abiatar has started Extreme Events as a company seven years ago. He has learned that you are an Administrative Management 2B student at NUST and has come to for advice on what are the main reasons why events may fail. Name and discuss any five (5) reasons why an event may fail.

QUESTION 4

(10)

Time management refers to the ability to use one's time effectively or productively, especially at work. Discuss the concept "time management" any further examine four (4) benefits of effective time management.

QUESTION 5

(10)

Supervisors/leaders can delegate certain tasks, responsibilities, or authority to another individual to carry out specific activities. Discuss the five (5) principles of effective delegation.

QUESTION 6

(10)

You are working as a Personal Assistant at Olthaver and List group of companies and have been selected by your manager to be part of the office design and layout team for their new branch in Keetmanshoop. Advise the team on five (5) principles that should be considered when designing an office layout for their new branch in Keetmanshoop.

QUESTION 7

(10)

Businesses use teams to tap the knowledge and resources of all employees to solve the organisation's problems. Discuss any five (5) advantages of team environments.

QUESTION 8

(10)

Authority may be centralised or decentralised. Discuss any five (5) advantages of decentralisation.

QUESTION 9

(10)

What do you do as an Administrative Management 2B student to boost your individual productivity? Describe it to a friend.