



CERTIFICATE IN BUSINESS ADMINISTRATION SAMPLE EXAMINATION PAPER

BUSINESS ADMINISTRATION

Instructions to candidates:

- a) **Time allowed: Three hours**
- b) **Answer any FIVE questions**
- c) **All questions carry equal marks.**

1. Identify four major functions of a business organisation and summarise the importance of fully integrating their activities
2. Distinguish between line authority and staff authority and explain how they can contribute to the overall success of business organisations
3. Critically appraise one of the management theories and explain how they can apply to modern organisation practices
4. Describe the main activities you would associate with the purchasing function of commercial organisations and provide examples to support your explanation
5. Advise one of your clients on the main duties and responsibilities of an Administration Manager and explain the importance of this function within a business organisation
6. Explain the main advantages and limitations of partnerships and limited liabilities companies
7. Write notes on three of the following:
 - a) Automation
 - b) Internal communication media
 - c) Office layout options
 - d) Stock control
8. Explain what you understand by the term 'delegation' and discuss its importance to the effective operations of business organisations