

BUSINESS MANAGEMENT & ADMINISTRATION

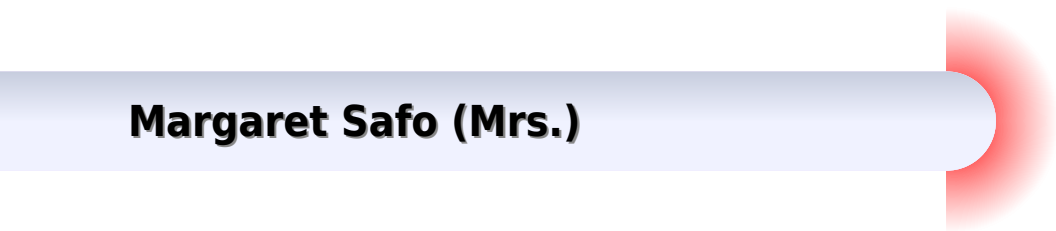
Instructions to candidates:

- a) Time allowed: Three hours (plus an extra ten minutes' reading time at the start – do not write anything during this time)
- b) Answer any FIVE questions
- c) All questions carry equal marks. Marks for each question are shown in []

1.
 - a) Describe the main functions of an organisation as identified by Henri Fayol. [12]
 - b) Explain which functions are associated with business administration. [8]
2. With the aid of organisation charts, explain the types of authority most suitable for the following:
 - a) A large public limited company
 - b) An accountants' partnership
 - c) A small limited company
 - d) A public relations practice [5 each]
3.
 - a) Explain under what circumstances the following techniques would be adopted for the manufacture of motor cars:
 - i CAD techniques
 - ii CAM techniques
 - iii CIM techniques [5 each]
 - b) Briefly comment on the economic benefits of such techniques. [5]
4.
 - a) Describe the main differences between general and limited partnerships. [5 each]
 - b) Compare the main features of public limited companies and private limited companies. [5 each]
5.
 - a) With the aid of a diagram, identify the main features of a procedure for the control of stock. [8 + 3 for format]
 - b) Describe THREE of the main documents used in such a procedure. [3 each]
6. The company you work for produces MP3 players and the Marketing Department has asked you to assist them in deciding on the most appropriate media for promoting MP3 players, in the face of competition from new generation mobile phone technology.
Reply to the Marketing Manager in a suitable format, providing this information and giving reasons for your choice. [16 + 4 for format]
7.
 - a) Identify the SEVEN main functions of financial managers of organisations. [2 each]
 - b) Define **working capital**. [6]
8.
 - a) Define the term **delegation**. [8]
 - b) Describe the main considerations when deciding on how it should be undertaken. [12]

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Margaret Safo (Mrs.)



Icm Dediploma In Business Managmentpast Exam Papers:

Icm Dediploma In Business Managmentpast Exam Papers Book Review: Unveiling the Magic of Language

In a digital era where connections and knowledge reign supreme, the enchanting power of language has be much more apparent than ever. Its power to stir emotions, provoke thought, and instigate transformation is really remarkable. This extraordinary book, aptly titled "**Icm Dediploma In Business Managmentpast Exam Papers**," published by a very acclaimed author, immerses readers in a captivating exploration of the significance of language and its profound affect our existence. Throughout this critique, we will delve into the book is central themes, evaluate its unique writing style, and assess its overall influence on its readership.

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