



STAMFORD COLLEGE
SCHOOL OF BUSINESS

DIPLOMA IN CORPORATE ADMINISTRATION
(SEMESTER 6)

DCA 211: CORPORATE ADMINISTRATION II

Date : 26 May 2008 (Monday)
Time : 8.30 AM – 10.30 AM

Duration: 2 hours

Instructions to Candidates



Question 1 from Section A is compulsory. Answer TWO out of FOUR questions from Section B.

Please ensure that this examination paper contains FIVE questions on TWO printed pages before you start the examination.

Books, papers and other written materials are not allowed to be brought into the examination hall. A candidate who violates the examination rules of Stamford College or commits a malpractice will be disqualified from the examination.

Write your Examination Index Number on each page of your answer booklet.

SECTION A

Question 1 (Compulsory)

As data and information are an invaluable corporate resource, an organization should ensure that it provides a sound data recovery plan. Information loss is a potential disaster to any organization and as such it must be prepared with a tested data recovery plan. Explain the planning process of data recovery.

(Total =10 marks)

SECTION B

Answer TWO out of FOUR questions.

Question 2

- (a) Define financial risk management and discuss its importance to an organisation. (4 marks)
- (b) Describe Business Continuity Planning, Business Interruption and Risk Assessment. (3 marks)
- (c) What is crisis management? Identify any company that has dealt with this crisis and explain how it has solved the crisis. (4 marks)
- (d) What is risk? Explain FOUR types of risk handling methods and support your answer with examples. (5 marks)
- (e) What is a risk management information system? In what ways can a risk management information system assist the risk managers in decision-making. (4 marks)

(Total = 20 marks)

Question 3

- (a) Illustrate SIX principles of insurance. (6 marks)
- (b) Briefly describe any TWO types of insurance that an organization would need to consider in the conduct of its business. (4 marks)
- (c) Briefly discuss TWO types of life assurance policy. (4 marks)
- (d) Explain THREE classes of motor insurance and their coverage. (3 marks)
- (e) State THREE differences between loss adjuster and loss assessor (3 marks)

(Total = 20 marks)

Question 4

- (a) The Facilities Manager undertakes multi-disciplinary management functions. Often, he might be responsible for a long list of functions either directly or via subcontracting arrangements with a third party. This list can be grouped into hard and soft facilities management. Differentiate these two groupings with relevant examples. (8 marks)
- (b) Explain the following with examples:
- (i) insourcing
 - (ii) offshoring
 - (iii) co-sourcing (6 marks)
- (c) What is outsourcing? State TWO advantages and TWO disadvantages of outsourcing. (6 marks)
- (Total = 20 marks)

Question 5

- (a) State FOUR statutory responsibilities of the Pension Accounts Auditor. (4 marks)
- (b) Under the Pension Laws of Malaysia, what are the key provisions pertaining to cessation of derivative pension. (7 marks)
- (c) Explain THREE types of pension that are applicable in Malaysia. (9 marks)
- (Total = 20 marks)

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