



STAMFORD COLLEGE

SCHOOL OF COMPUTER SCIENCES DIPLOMA IN INFORMATION TECHNOLOGY

SEB101 : BUSINESS ORGANISATION

Date : 2 November 2006 (Thursday)

Time : 10.00 a.m. – 12.00 nn.

Duration: 2 hours

Instructions to Candidates

Answer ALL questions.

Please ensure that this examination paper contains FOUR 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.

Candidates may use calculators provided the calculators give no printout, have no work display facilities, are silent and cordless.

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

Answer **ALL** Questions.

The total marks allocated for each of the questions are shown in brackets.

Question 1

- (a) Describe the owners and the managers of the following types of business organisations. State TWO advantages and TWO disadvantages of each of the business organisations given below:

- (i) Sole trader
- (ii) Partnership
- (iii) Public limited company.

(15 Marks)

- (b) List TEN items that are found in a Contract of Employment.

(10 marks)

(Total = 25 marks)

Question 2

- (a) Explain the purpose of advertising.

(5 marks)

- (b) Describe FIVE signs of stress in an employee.

(5 marks)

- (c) Explain the reasons behind the workers' resistance to change.

(5 marks)

- (d) Briefly discuss the disadvantages of collective bargaining.

(10 marks)

(Total = 25 marks)

Question 3

(a) There are many activities within an organisation and the activities are categorised into various functional areas. Describe FIVE functions of the following functional areas:

- (i) Personnel
- (ii) Purchasing
- (iii) Production
- (iv) Marketing
- (v) Finance

(Total = 25 marks)

Question 4

(a) Describe Maslow's Theory of motivation.

(10 marks)

(b) Briefly explain the purpose of an organisation chart.

(10 marks)

(c) Explain the advantages of an Open Office Plan.

(5 marks)

(Total = 25 marks)

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