HEART TRUST/NTA

PORT MARIA VOCATIONAL TRAINING CENTRE

ADMINISTRATIVE ASSISTANT LEVEL 3

UNITS ASSESSMENT: Coordinate Business Resources

Develop Work Priorities

INSTRUCTOR: NARINE COLE

DURATION: 2 HOURS

INSTRUCTIONS:

- Answer **ALL** questions.
- Extra papers can be requested if necessary.
- This paper has only **ONE** Section. All Items are **COMPULSORY**
- All answers should be written in blue or black ink. No pencil or other coloured ink allowed.
- Pass mark of **50%** must be attained to qualify for external assessments.

NAME: _____ DATE: _____

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;pSECTION A

Short answer items

Instruction: Write your response on the line provided below

1. Provide **FOUR** (4) types of resources in an organization. **(2 marks)**

2. How should records of physical resources be maintained? **(2 Marks)**

3. When allocating resources, what are **THREE** (3) things to be considered? **(3 marks)**

4. State **TWO** (2) methods of monitoring resources. **(2 marks)**

5. Why is it important that faults on equipment be reported, and to whom? **(2 marks)**

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6. State **TWO** (2) methods of record keeping? **(2 marks)**

7. State **TWO** (2) reasons why budgeting for resources is essential in an organization. **(2 Marks)**

8. Explain to Jacky Brown a new office employee how the proper uses of the office's resources are important to the development of the organization. **(3 marks)**

9. Describe **THREE** (3) factors that should be considered when selecting any form of resources for your organization. **(3 marks)**

10. John Black is the equipment manager of B&C Institute, he is asked by his manager to conduct and audit of the plant, and he thinks is a waste of his time. Explain to John the importance of knowing what equipment are available to an organization? **(2 marks)**

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