



ZIMBABWE

**MINISTRY OF HIGHER AND TERTIARY EDUCATION,
INNOVATION, SCIENCE AND TECHNOLOGY
DEVELOPMENT**

**HIGHER EDUCATION EXAMINATIONS COUNCIL
(HEXCO)**

NATIONAL CERTIFICATE

IN

BUSINESS STUDIES

MODULE: Business Administration

PAPER NO: 310/25/M03

DURATION: 3 Hours

JUNE 2026 EXAMINATION

REQUIREMENTS

INSTRUCTIONS TO CANDIDATE

- 1. Answer any five (5) questions.**
- 2. All questions carry equal marks.**

QUESTION 1

Explain any five (5) advantages of having a clear organisational structure. (20 marks)

QUESTION 2

Outline any five (5) roles of the employer in ensuring health and safety at the workplace. (20 marks)

QUESTION 3

Examine any five (5) methods of records disposal used in organisations. (20 marks)

QUESTION 4

Discuss any five (5) benefits of maintaining business records. (20 marks)

QUESTION 5

Discuss any five (5) principles of insurance. (20 marks)

QUESTION 6

Describe any five (5) methods of conducting job analysis. (20 marks)

QUESTION 7

Outline any five (5) examples of business documents. (20 marks)

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