



NATIONAL OPEN UNIVERSITY OF NIGERIA
Plot 91, Cadastral Zone, Nnamdi Azikwe Express Way, Jabi- Abuja

FACULTY OF EDUCATION

January/ February, Examination 2017

Course Code: BED 416

Course Title: Office Organization and Management

Credit Unit: 2

Time Allowed: 2Hours

Instruction: Answer Question 1 and Any Other Two Questions

Question 1

(a) Write short note on the following:

- a. Office trust
- b. Balance Theory
- c. Workstation
- d. Directional Communication

(30Marks)

2a What is office layout?

- (b) Discuss five objectives of office layout and space management
- (c) Explain 5 principles of office layout

(20 Marks)

3. (a) Explain the following concept in relation to leadership:

- i. Autocratic Leadership
- ii. The Great man's Theory

4a Explain two types of Traditional Organizational Pattern

- b. State Five each of Merits and Demerits of a Functional Department.

(20 Marks)

5. Explain in detail the activities of the following:

- i. Accounts Department
- ii. Production Department

(20Marks)