



National Open **University of Nigeria**
Plot 91, Cadastral Zone, NnamdiAzikwe Express Way, Jabi- Abuja

Faculty of Education
July Examination 2017

Course Code: BED416

Course Title: Office Organization and Management

Credit Unit: 2

Time Allowed: 2Hours

Instruction: Answer Question 1 and any other Two Questions

Question 1

(a) Define and explain office layout?

(6marks)

(b) Discuss five objectives of office layout and space management (10Marks)

(c) Explain seven principles of office layout (14Marks)

Question 2

a. Explain two types of traditional organizational pattern (10Marks)

b. State five merits and five demerits of a functional department. (10Marks)

Question 3

Write short notes on the following:

i. Workstation

ii. Directional Communication (20Marks)

Question 4

(a) Explain the following in relation to leadership:

i. Autocratic Leadership

ii. The Great man's Theory (10Marks)

b. Write short notes on the following:

a. Office trust

b. Balance Theory (10Marks)

Question 5. Explain in detail the activities of the following:

i. Accounts Department

ii. Production Department (20Marks)