

## NATIONAL OPEN UNIVERSITY OF NIGERIA 14-16 AHMADU BELLO WAY, VICTORIA ISLAND LAGOS SCHOOL OF EDUCATION OCTOBER 2013 EXAMINATION

Course Code: BED411

Course Title: Corporate Administration and Secretariat Practice.

Time: 2Hours

Instruction: Answer Question **One** and any other **Two**.

1. a. Enumerate the 6Ms in corporate decline.

(12 marks)

b. Identify **four** conditions suitable for an office environment.

(10 marks)

C. Briefly discuss **five** functions of an office.

(10 marks)

- 2. a. What is record management? (4 marks)
  - b. Enumerate and explain three major classification of record. (6 marks)
  - c. Explain **five** importance of records management. (10 marks)
- 3. a. Define filing and indexing.

(5 marks)

b. Explain **five** similarities between filling and indexing. (15 marks)

4. a. Name **five** types of organization.

(5 marks)

b. Structure has become a key enabler of organization. Discuss. (15 marks)