



**NATIONAL OPEN UNIVERSITY OF NIGERIA  
14-16 AHMADU BELLO WAY, VICTORIA ISLAND LAGOS  
SCHOOL OF EDUCATION  
MAY/JUNE 2012 EXAMINATION**

**BED 411 Corporate Administration and Secretarial Practice**  
**Time: 2 Hours**

**Instruction: Answer any *three* Questions**

1. Corporate administration harnesses man and resources without a decline in the administration of the organisation. Explain this statement. (23.3 mks)
2. The secretary is often referred to as the “*life-wire*” of the organisation. Justify this statement. (23.3mks)
3. a. As an office manager, briefly explain how you would handle official documents. (13 mks)
- b. What is the relationship between filing and indexing? (10.3 mks)
4. a. State and explain the importance of an office to the organisation. (10 mks)
- b. The role of a secretary in a meeting, starts and ends with minutes taking. Discuss. (13.3 mks)

