



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

**Faculty of Education**  
**October/November Examination 2016**

**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**

Office layout may be thought of as the arrangement of equipment within available floor space; and office space management as the provision of space which will yield maximum productivity and effectiveness at a minimum cost. Justify this statement with

- (a.) At least five objectives of office layout and space management (10Marks)
- (b) Ten principles of office layout (20Marks)

**Question 2**

Write Short notes on the following

- i. Workstation
- ii. Directional Communication
- iii. Professional, Social/life skills
- iv. Balance Theory. (5Marks each=20Marks)

**Question 3**

- a. Enumerate three types of Traditional Organizational Pattern (10 Marks)
- b. State Five each of Merits and Demerits of a Functional Department. (20Marks)

**Question 4**

- (a) Explain the following concept in relation to leadership:
  - i. Autocratic Leadership
  - ii. The Great man's Theory (5Marks each =10Marks)
- (b) . Enumerate two activities of each of the following.
  - i. Accounts department
  - ii. Production department (5Marks each =10Marks)