



National Open University of Nigeria
Plot 91, Cadastral Zone, Nnamdi Azikwe Express Way, Jabi- Abuja
Faculty of Education
Department of Arts & Social Sciences Education
2021_1 Examination 1234

Programme: B. Sci (ED)
Course Code: BED 416
Course Title: Office Organisation & Management
Credit Unit: 2 Units
Time Allowed: 2 Hours
Instruction: Answer question one (1) and any other two (2)

1 List and discuss five advantages and five disadvantages of functional department. (30 marks)

2a Explain six factors that determine human comfort in an office. (10 marks)

2b The choice of business in Nigeria tends towards three major areas, Discuss (10 marks)

3a Discuss five benefits of good lighting in an office. (15 marks)

3b What is the importance of file copy of outgoing mails? (5 marks)

4a Define office layout (3 marks)

4b List the objectives of office building space. (12 marks)

4c What are these colors signify in painting of an office? (5 marks)

Orange.....

Yellow.....

Brown.....

Blue.....

Purple.....

Any five answered correctly is 1mark each (5 marks)