



**NATIONAL OPEN UNIVERSITY OF NIGERIA**  
Plot 91, Cadastral Zone, Nnamdi Azikwe Express Way, Jabi, Abuja  
**Faculty of Education**  
**2020\_1 Semester**

**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. Discuss three types of Traditional Organizational Pattern. (10 Marks)
- b. State 5 Merits and 5 Demerits of a functional department. (20Marks)

**Question 2**

- (a). Explain 4 characteristics of participative leadership style (10 Marks)
- (b). Discuss any 5 strategies a subordinate can apply to build an effective relationship with his superior (10 Marks)

**Question 3**

- a. Differentiate between private company and ownership company (10 Marks)
- b. Explain four positive reasons for departmentalization by territory (10 Marks)

**Question 4**

- a. Discuss the criteria for office utilization (10 Marks)
- b. Explain why the work environment should be designed to facilitate the employees comfort and prestige (10 Marks)