### NATIONAL OPEN UNIVERSITY OF NIGERIA

Plot 91, Cadastral Zone, Nnamdi Azikwe Express Way, Jabi- Abuja

#### **FACULTY OF EDUCATION**

January/February, Examination 2017

Course Code: BED 416

**Course Title:** Office Organization and Management

Credit Unit: 2

Time Allowed: 2Hours

**Instruction**: Answer Question 1 and Any Other Two Questions

#### **Ouestion 1**

(a) Write short note on the following:

- a. Office trust
- b. Balance Theory
- c. Workstation

d. Directional Communication

(30Marks)

## 2a What is office layout?

- (b) Discuss five objectives of office layout and space management
- (c) Explain 5 principles of office layout (20 Marks)
- **3.** (a) Explain the following concept in relation to leadership:
  - i. Autocratic Leadership
  - ii. The Great man's Theory

4a Explain two types of Traditional Organizational Pattern

b. State Five each of Merits and Demerits of a Functional Department.

(20 Marks)

# 5. Explain in detail the activities of the following:

- i. Accounts Department
- ii. Production Department

(20Marks)