



National Open University of Nigeria
Plot 91, Cadastral Zone, Nnamdi Azikwe Express Way, Jabi- Abuja
Faculty of Education
Department of Arts & Social Sciences
2022_2 Semester Examination

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. Enumerate and discuss five advantages and five disadvantages of a functional Department. (30marks)
 - 2a. Describe any six factors that determine human comfort in an office. (10marks)
 - b. Explain, with examples, three major areas that determine the choice of business in Nigeria (10marks)
 - 3a. Good lighting in an office has many benefits. Justify this statement with 5 well illustrated points (10marks)
 - b. As a Business Education student, describe the four factors that determine an effective filing system (8 marks)
 - c. State the importance of file copy of outgoing mails (2 marks)
 - 4a. What is office layout? (5marks)
 - b. As an employer or prospective employer, discuss five (5) objectives for which you would want to use the office building space. (10marks)
 - c. Explain the significance of these colours when painting an office. (5marks)
- Orange.....
 Yellow.....
 Brown.....
 Blue.....
 Purple.....