



**National Open University of Nigeria**  
**Plot 91, Cadastral Zone, Nnamdi Azikiwe Express Way, Jabi- Abuja**  
**Department of Arts & Social Sciences Education**  
**Faculty of Education**  
**2024 1 EXAMINATION**

**Programme: B. Sc (Ed) Business Education**  
**Course Code: BED 312**  
**Course Title: Organisation & Administration of Vocational Education**  
**Credit Unit: 2 Units**  
**Time Allowed: 2 Hours**

**Instruction: Answer question one (1) and any other two (2) questions**

1. a. Define the term “off-the-job training”. **(4 marks)**  
b. Give six benefits of training and development. **(18 marks)**  
c. Highlight eight advantages of a formal organisation. **(8 marks)**
  
- 2 a. List four (4) contributions of scientific management. **(4 marks)**  
b. State eight (8) limitations of scientific management. **(16 marks)**
  
3. Give five (5) features of an ideal-type bureaucracy, as enumerated by Max Weber 1864-1920. **(20Marks)**
  
- 4 a. The quantitative school of management thought uses quantitative techniques that are mathematical calculations and concepts to solve management problems. List three branches associated with this school of thought. **(6 marks)**  
b. Enumerate Seven (7) Advantages of Matrix Organisation. **(14 marks)**