



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)
Course Code: BED416
Course Title: Office Organization and Management
Credit Unit: 2 Units
Time Allowed: 2 Hours

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

1. a. Enumerate and explain four (4) objectives of office building space (20Marks)
b. Discuss functions of a good secretary. (10Marks)
2. In five points differentiate between open and closed office. (20Marks)
- 3 a. Mention and explain any five (5) delivery services you know. (20Marks)
- 4 a. Explain basic principles guiding designing forms in an office (15Marks)
b. What are the five (5) major importance of motivation in an office? (5Marks)
- 5 a. Justify the nature of data and Information (4Marks)
b. Differentiate between data and information in five parts. (16Marks)