



NATIONAL OPEN UNIVERSITY OF NIGERIA  
Plot 91, Cadastral Zone, Nnamdi Azikiwe Express Way, Jabi-Abuja  
Department of Arts & Social Sciences Education  
Faculty of Education  
**2025\_2 EXAMINATIONS**

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**Programme:** B.Sc. (Ed)

**Course Code:** BED 416

**Course Title:** Organization and Administration of Vocational Education

**Credit unit:** 2

**Time allowed:** 2hrs

**Instruction:** Answer question 1 and any other two questions

1. a) what is office management? (5 Marks)
- b) Explain the term office (5 Marks)
- c) list and explain any four basic functions of an office. (20 Marks)
  
2. Office space is often chosen to meet some important objectives, state and explain any four of the objectives. (10Marks)
- b). List at least physical factors determining human comfort and convenience in the workplace. (10 Marks)
  
3. Explain the term mail. (5Marks)
- b) write short notes on the following procedures:
  1. Sorting and opening of mail (5Marks)
  2. Categorising mails (5Marks)
  3. Opening the mail (5Marks)
  
4. Define the term leadership. (5Marks)
- b. Briefly explain the three common types of leadership styles. (15Marks)