



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_1 EXAMINATION

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. Explain the concept of a virtual office. (10 Marks)

b) define the following terms:

i) office technology (5 Marks)

ii) office automation (5 Marks)

c) list at least five tasks performed with the use of office automation. (10 Marks)

2. Describe any two of the types of traditional organisation patterns. (10 Marks)

b) state five advantages of a functional organisation. (10 Marks)

3. Explain the following:

1st class mail

2nd class mail

3rd class mail

4th class mail (5 Marks each x 4 = 20 Marks)

4. Enumerate and explain two advantages of a workstation (4 Marks)

b) With the aid of a diagram, show the types of business ownership. (16 Marks)