



## **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:  
1<sup>st</sup> class mail  
2<sup>nd</sup> class mail  
3<sup>rd</sup> class mail  
4<sup>th</sup> 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)