**NATIONAL OPEN UNIVERSITY OF NIGERIA**

**Plot 91, Cadastral Zone, Nnamdi Azikwe Express Way, Jabi- Abuja**

**FACULTY OF EDUCATION**

**January/ February, Examination 2017**

**Course Code: BED 416**

**Course Title: Office Organization and Management**

**Credit Unit: 2**

**Time Allowed: 2Hours**

**Instruction**: **Answer Question 1 and Any Other Two Questions**

**Question 1**

**(a)** Write short note on the following:

1. Office trust
2. Balance Theory
3. Workstation
4. Directional Communication (30Marks)

**2a What is office layout?**

(b) Discuss five objectives of office layout and space management

(c) Explain 5 principles of office layout ( 20 Marks)

**3.** (a) Explain the following concept in relation to leadership:

1. Autocratic Leadership
2. The Great man’s Theory

4a Explain two types of Traditional Organizational Pattern

b. State Five each of Merits and Demerits of a Functional Department.

(20 Marks)

**5. Explain in detail the activities of the following:**

i. Accounts Department

ii. Production Department

(20Marks)