



**National Open University of Nigeria**  
**Plot 91, Cadastral Zone, Nnamdi Azikwe Express Way, Jabi- Abuja**  
**Faculty of Education**  
**2019\_2 Examination**

**Programme: Business Education**

**Course Code: BED416**

**Course Title: Office Organization and Management**

**Credit Unit: 2**

**Time Allowed: 2Hours**

**Instruction: Answer Question One and Any 2 other Questions**

**Question 1**

- a. Enumerate and discuss three types of Traditional Organizational Pattern (10 Marks)
- b. State Five Merits and Demerits of a Functional Department. (20 Marks)

**Question 2**

- (a) Explain the following concept in relation to leadership:
  - i. Autocratic Leadership
  - ii. The Great man's Theory (5 Marks each = 10 Marks)
- (b) . Enumerate 5 activities of each of the following.
  - i. Accounts department
  - ii. Personnel department (5 Marks each = 10 Marks)

**Question 3**

- (a) What is on-site office?
- (b) Discuss the impact of office Automation (20 marks)

**Question 4**

Explain the following concepts

- i. Office layout
- ii. Office management
- iii. Office trust
- iv. Balance theory (20 Marks)