



NATIONAL OPEN UNIVERSITY OF NIGERIA
 Plot 91, Cadastral Zone, Nnamdi Azikwe Express Way, Jabi, Abuja
Faculty of Education
2020_1 Semester

Course Code: BED416

Course Title: Office Organization and Management

Credit Unit: 2

Time Allowed: 2Hours

Instruction: Answer Question 1 and Any Other Two Questions

Question 1

- a. Discuss three types of Traditional Organizational Pattern. (10 Marks)
- b. State 5 Merits and 5 Demerits of a functional department. (20Marks)

Question 2

- (a). Explain 4 characteristics of participative leadership style (10 Marks)
- (b). Discuss any 5 strategies a subordinate can apply to build an effective relationship with his superior (10 Marks)

Question 3

- a. Differentiate between private company and ownership company (10 Marks)
- b. Explain four positive reasons for departmentalization by territory (10 Marks)

Question 4

- a. Discuss the criteria for office utilization (10 Marks)
- b. Explain why the work environment should be designed to facilitate the employees comfort and prestige (10 Marks)