



NATIONAL OPEN UNIVERSITY OF NIGERIA
Plot 91, Cadastral Zone, NnamdiAzikwe Express Way, Jabi- Abuja

FACULTY OF EDUCATION

Programme: B.Sc. (Ed) Business Education
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) Explain the following concepts in relation to leadership:
i. Autocratic Leadership
ii. The Great man's Theory (10Marks)
- (b) . Enumerate any two functions of each of the following.
i. Accounts department
ii. Personnel department (10Marks)
- (c) Discuss 2 advantages of workstation (10Marks)

Question 2.

- (a) State any 5 objectives of office layout (10Marks)
(b) Differentiate between public companies and public corporation. (10Marks)

Question 3.

- (a) Define the concept communication and state any two purposes of communication in an organization (10Marks)
(b). Identify any 2 roles of each of the following key people in an organization
i. Company chairman
ii. Managing director (10Marks)

Question 4

- (a) Write Short notes on the following
i. Cognitive Dissonance
ii. Directional Communication
iii. Professional, Social/life skills
iv. Balance Theory. (10Marks)
- (b) Enumerate any 5 factors which determine human comfort in an office. (10Marks)

Total = 70marks