



National Open University of Nigeria
Plot 91, Cadastral Zone, Nnamdi Azikwe Express Way, Jabi- Abuja
Faculty of Education
Department of Arts & Social Sciences
2022_2 Semester Examination

Programme: B. Sci (ED)

Course Code: BED 416

Course Title: Office Organisation & Management

Credit Unit: 2 Units

Time Allowed: 2 Hours

Instruction: Answer question one (1) and any other two (2)

1. Enumerate and discuss five advantages and five disadvantages of a functional Department. (30marks)

- 2a. Describe any six factors that determine human comfort in an office. (10marks)

- b. Explain, with examples, three major areas that determine the choice of business in Nigeria (10marks)

- 3a. Good lighting in an office has many benefits. Justify this statement with 5 well illustrated points (10marks)

- b. As a Business Education student, describe the four factors that determine an effective filing system (8 marks)

- c. State the importance of file copy of outgoing mails (2 marks)

- 4a. What is office layout? (5marks)

- b. As an employer or prospective employer, discuss five (5) objectives for which you would want to use the office building space. (10marks)

- c. Explain the significance of these colours when painting an office. (5marks)

Orange.....
Yellow.....
Brown.....
Blue.....
Purple.....