



National Open University of Nigeria
Plot 91, Cadastral Zone, Nnamdi Azikwe Express Way, Jabi- Abuja
Department of Arts and Social Sciences Education
Faculty of Education
2023_1 POP EXAMINATION.

Programme: B.Sc. (ED)
Course Code: BED 416
Course Title: Office Organization & Management
Credit Unit: 2units
Time Allowed: 2hrs

Instruction: Answer 1 and other 2 questions

- 1a. Explain the following concepts in relation to office organization and Management
(i) Office (ii) Office Management (iii) Office Organization (15marks)
- b. Explain any 5 basic functions of an office (15marks)

- 2a. Describe five departments in an organization and their various activities (15marks)
- b. Explain five features of participative leadership style (5 Marks)

- 3a. Explain office automation. (5marks)
- b. Describe the tasks involved in office automation (15marks)

- 4a. What is the workstation? (5marks)
- 4b. Explain any 5 merits of the workstation (15marks)