



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

Course Code: BED312

Course Title: Organization and Administration of Vocation

Time Allowed: 2 hours

Instruction *Answer question 1 and any other two questions*

- 1 a) List and discuss 4 contributions of Taylor to management. 10marks
- b) Explain 2 differences between the best management system of today and those of the past. 10 marks
- c) State and explain any two legitimate authority.10 marks

Total=30 marks

2. a) Define and explain with relevant examples the term Programme Evaluation. (10Marks)
- (b). Outline and explain 5 criteria that constitute effective evaluation.10Marks,

Total=20 marks

3. a). State and discuss any two importance of organizational objectives. 10 marks
- b). State and explain any two types of organizational authority10 marks,

Total=20marks

4. Discuss any 4 guidelines or keys for effective delegation of authority. **20 marks**