

LAGOS CITY POLYTECHNIC, IKEJA
SCHOOL OF MANAGEMENT AND BUSINESS STUDIES
DEPARTMENT OF OFFICE TECHNOLOGY AND MANAGEMENT
2015/2016 SEMESTER EXAMINATION

COURSE TITLE:	OFFICE ADMIN & MGT I	NO OF QUESTIONS :	6
COURSE CODE:	OTM 314	TIME ALLOWED:	2 HRS
FOR WHOM:	HND YR I	INSTRUCTIONS:	ANSWER
QUES. 1 AND			
	ANY	ANY	OTHER
			3

QUESTIONS

1. (a) Describe office administration.
 (b) Explain six functions of an office administrator
 (c) Explain six functions of office management.
2. (a) What is job analysis?
 (b) Explain the DACUM process of analysing a job.
3. (a) Discuss the functions of Management.
 (b) Explain briefly SIX responsibility of the human resources department in any office.
4. (a) What is Centralization of office services?
 (b) Discuss FOUR merits and demerits of centralization of office services.
5. (a) Discuss any THREE forms or organization structure
 (b) Explain FIVE features of an organization chart.