

**Federal University Of Technology, Minna**

**School Of Science And Technology**

**Department Of Industrial And Technology Education**

**First Semester 2020/21 Examination**

**Course title : Workshop Organization and Management**

**Course Code : ITE 514**

**Time allowed : 2 Hours**

**Units : 2**

**Instruction: Answer Question One And Any Other three**

- 1a. It is important to be a good technologist or teacher, it is equally important for both to be a good manager. Discuss this statement in details with reference to workshop organization and management
- 2a. Explain the following organization structures in details
- i Bureaucratic structures    ii Post-Bureaucratic structures    iii functional structure
- b. Account for the reason/s for developing a structure for an organization
- 3a. What do you understand by inventory management in an industrial organization?
- b. Identify five (5) purposes of inventory in the management of organization
  - c. what do you understand by inventory planning and control with reference to types of inventory.
- 4a. What do you understand by manufacturing?
- b Identify two (2) types of manufacturing with a clear explanation of each
  - c Enumerate (8) elements of manufacturing
- 5a. what is communication in an organization
- b. Enumerate and discuss in details two types of communication in a workshop organization
  - c. list five barriers to effective communication
- 6a. Explain the concept of a team in detail
- b. Explain any (5) characteristics of an effective team