

FEDERAL UNIVERSITY OF TECHNOLOGY, MINNA
SCHOOL OF SCIENCE AND TECHNOLOGY EDUCATION
DEPARTMENT OF INDUSTRIAL AND TECHNOLOGY EDUCATION
FIRST SEMESTER 2019/2020 EXAMINATION IN ITE 514
COURSE TITLE: WORKSHOP ORGANIZATION AND MANAGEMENT
COURSE CODE: ITE 514 **UNITS: 2**
TIME ALLOWED: 2 HOURS
COURSE LECTURER: ENGR. S. A. MUSA

- Q1 (a) Briefly explain the following: Workshop organization and management. Also explain why we need the knowledge of organizing and managing our workshops.
- Q1 (b) What the economic and safety benefits derivable from highly organized and well managed workshop frame work?
- Q1 (c) How many organizational structures do we have? Enumerate and explain each of them fully
- Q2 (a) Explain the gains and reasons behind splitting an organization into segments, and what is the factor we normally consider when managing the organization?
- Q2 (b) Explain each of the following and support each of your explanation with sketch/ diagram:
- i. Functional Structure
 - ii. Divisional Structure
 - iii. Matrix Structure
- Q3 (a) What is a team? Explain the qualities and characteristics of an effective team.
- Q3 (b) In any system where there is a goal/ aim to achieve there should be leadership. What is leadership and what are the qualities of good leaders?
- Q3 (c) In your own words, explain how leadership affects economic and safety gains of workshop organization.
- Q4 (a) Explain why is important to develop structure for an organization.
- Q4 (b) State three (3) advantages of developing structure for an organization
- Q5 (a) Industrial psychology is the study of people carrying our activities relating to manufacturing, trade or business. Explain further.
- Q5 (b) Briefly explain the importance of industrial psychology
- Q5 (c) Explain the difference between these three terms as they relate to human industrial psychology
(i) Habit, (ii) Character, (iii) Behaviour.
- Q6 (a) What is Inventory Management as it relates to workshop organization and management
- Q6 (b) Inventory Management occupies one of the important key positions in the assembly of other equally important fundamental elements, found in any good workshop organization and management system. Elaborate and justify the statement.