

OLABISI ONABANJO UNIVERSITY, AGO-IWOYE
FACULTY OF EDUCATION
DEPARTMENT OF EDUCATIONAL MANAGEMENT AND BUSINESS STUDIES
BBE (REGULAR) RAIN EXAMINATION, 2013/2014 SESSION

Course Title: File Processing

Course Code: BBE 208

Time Allowed: 2 Hours

Instruction: Attempt All Questions

1. Define file processing. Identify and discuss types of files.
2. Discuss the major activities involved in file processing.
3. List and explain Five (5) methods of filing you know.
4. Highlight the importance and qualities of a good filing system.