



OLABISI ONABANJO UNIVERSITY, AGO-IWOYE

FACULTY OF EDUCATION

DEPARTMENT OF EDUCATIONAL MANAGEMENT AND BUSINESS STUDIES

RAIN SEMESTER EXAMINATION, 2014/2015

Name of Examination: B.Sc. (Ed.) Degree
Course Code: BBE 208
Course Title: File Processing
Course Unit: 2C
Duration: 2 Hours
Instruction: Attempt All Questions.

1. What is file processing?
- 1b. Differentiate between traditional and electronic file processing - 20 marks

2. Identify and explain file processing activities
- 2b. Highlight the various types of files you know -20 marks

3. Write notes on the following:
 - I. Alphabetical filing system
 - II. Numeric filing system
 - III. Chronological filing system
 - IV. Geographical filing system
 - V. Subject filing system- 30 marks