



NATIONAL OPEN UNIVERSITY OF NIGERIA

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National Open University of Nigeria

Plot 91, Cadastral Zone, Nnamdi Azikiwe Express Way

Jabi-Abuja

Faculty of Education

October/November 2016

Course Code: EDA 842

Course Title: Application of Management Information System in Education

Time: 2 Hours

Instruction: Answer Question 1 and any other two questions

Questions

1. a) What is the significance of information in organizational management? (10 marks).
b) Describe the basic principles underlying good information (20 marks).
2. a) Briefly describe the concept of management information system (5 Marks)
b) i) An organization is planning to incorporate Management Information System (MIS) into its operational functions. Describe the essential criteria that should guide the design of MIS in the organization (10 marks).

ii) What are the objectives of management information system? (5 marks)
3. a) i) Define the term “**word processing**” (2 marks)
ii) What is the procedure for retrieving or opening a file in a diskette or flash drive? (3 marks)

- iii) What are the optional methods that can be used to align texts with the aid of keyboard? (5 marks)
 - d) With the aid of a diagram describe the layout of a computer (10 marks)
4. a) i) What is a data base? (2 marks)
- ii) Highlight different parts of a data base 4 marks
 - iii) What is the procedure for printing in Microsoft excel? (4 marks)
- b) What are the constraints to the application of Management Information System in schools? (10 marks).