



**NATIONAL OPEN UNIVERSITY OF NIGERIA**  
**14-16 AHMADU BELLO WAY, VICTORIA ISLAND LAGOS**  
**MARCH/APRIL 2016 EXAMINATION**

**SCHOOL OF EDUCATION**

**COURSE CODE: BED313**

**COURSE TITLE: OFFICE INFORMATION TECHNOLOGY**

**TIME ALLOWED: 2HOURS**

**INSTRUCTION: ANSWER QUESTION ONE AND ANY OTHER TWO.**

1. Write short note on any Six of the following:
  - I. Network engineer
  - II. Project manager
  - III. Software architect
  - IV. Systems administrator
  - V. Systems analyst
  - VI. Systems administrator
  - VII. Programmer

(30Marks)
2.
  - a. State the four factors to be considered in planning an office environment?
  - b. What is office automation?
  - c. State and explain six application areas of office automation system
3. Explain the following term in relation to the role of an information security management system (ISMS) :
  - I. Building awareness and competence in information security
  - II. Creation of secure environment
  - III. Security Education and training,
  - IV. Security level

(20Marks)
4.
  - i. State and explain any five function of an office.  
(10Marks)
  - ii. What are the importance of Office Machine?  
(10Marks)

