



National Open **University of Nigeria**
Plot 91, Cadastral Zone, NnamdiAzikwe Express Way, Jabi- Abuja

Faculty of Education
July Examination 2017_1

Course Code: BED313

Course Title: Office Information Technology

Credit Unit: 2

Time Allowed: 2Hours

Instruction: Answer Question 1 and Any Other Two Questions

Question 1

1. (i) What is office automation?. (5Marks)
(ii) State and explain 5 of the application areas of office automation system and its effectiveness. (25Marks)
(5 + 25=30Marks)
2. The duties of a manager cannot be over emphasized, more often than not they are saddle with series of responsibilities if the organization must succeed.
Required:
 - I. List and Explain Six responsibilities of a manager in an organization. (12Marks)
 - II. The planning aspect of management is the major contributor to success and productivity. Justify? (4Marks)
 - III. Enumerate four major types of planning exercises in a given organization. (4Marks)
3. (a) Identify four factors to be considered in planning work space environment.
(b) Enumerate and explain five Manual Office tools available in office environment
(c) Identify and demonstrate at least five usefulness Electronic office tools found in an office environment (20Marks)
4. Write short notes on any Four of the following:
 - I. Expert systems
 - II. Computer Bureaux
 - III. Information Centre (IC)
 - IV. Systems analyst
 - V. Systems administrator
 - VI. Programmer

(5Marks for a point well explained= 20Marks)

5. (a) State and briefly discuss six functions of information
(1Marks each for a point mention= 6marks)
- (b) Information has no value in itself; its value is derived from the value of the change in decisionbehaviour caused by the information being available minus the cost of providing the information, Justify this statement with a 7 attributes of information?
(14Marks)