



NATIONAL OPEN UNIVERSITY OF NIGERIA
14-16 AHMADU BELLO WAY, VICTORIA ISLAND LAGOS
SCHOOL OF EDUCATION
SEPTEMBER/OCTOBER 2015 EXAMINATION

COURSE CODE: BED313

COURSE TITLE: OFFICE INFORMATION TECHNOLOGY

TIME ALLOWED: 2HOURS

INSTRUCTION: ANSWER QUESTION ONE AND ANY OTHER TWO.

1. (i) What is office automation?
(ii) State and explain some of the application areas of office automation system
(30Marks)
2. (a) Highlight four (4) factor to be consider 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)
3. Write short note on any Four of the following:
 - I. Network engineer
 - II. Project manager
 - III. Software architect
 - IV. Systems administrator
 - V. Systems analyst
 - VI. Systems administrator
 - VII. Programmer(20Marks)
4. a. Define Management Information System

b. Information has no value in itself; its value is derived from the value of the change in decision behaviour caused by the information being available minus the cost of providing the information, Justify this statement with a lucid attributes of information?

c. State six functions perform by information.
(20Marks)