



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

Faculty of Education
October/November Examination 2016

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

- a. Define Management Information System (6Marks)
- 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 9 attributes of information? (18Marks)
- c. State six functions of information. (6Marks)

Question 2

1. (a) Highlight four (4) factors to be considered in planning work space environment. (10Marks)
- (b) Enumerate and explain Five Manual Office tools available in an office environment (5Marks)
- (c) Identify and demonstrate at least Five useful Electronic office tools found in an office environment (5Marks)

Question 3

- a. Write short note on any two of the following:
 - I. Expert systems
 - II. Computer Bureaux
 - III. Information Centre (IC) (10Marks)
- b. Outline and explain five Applications areas of office automation system. (10Marks)

Question 4

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 (6) 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)