



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

Faculty of Education
October/November Examination 2017

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. Write short notes on any Four of the following:

- I. Expert systems
 - II. Computer Bureaux
 - III. Systems analyst
 - IV. Systems administrator
 - V. Project manager
- each=20Marks)

(5Mark

b. Outline and explain five Applications areas of office automation system.

(10Marks)

Question 2

a. What is Management Information System?

(4Marks)

b. Enumerate 8 attributes of information?

(2Marks each

= 16Marks)

Question 3

a. Differentiate between personal work space and open work space

(4Marks)

b. State any three (3) merits and demerits of Open work space

(12Marks)

c. State with brief explanation any four factors to consider in planning office work space?

(4Marks)

Question 4

a. The planning aspect of management is the major contributor to success and productivity. Justify?

(4marks)

b. List and Explain any Six (6) responsibilities of a manager in an organization. (12Marks)

c. Enumerate four major types of planning exercises in a given organization (4Marks)

Question 5

- a.** State Five functions of information (10Marks)
- b.** Explain Five Manual Office tools available in an office environment (10Marks)