

NATIONAL OPEN UNIVERSITY OF NIGERIA 14/16 AHMADU BELLO WAY, VICTORIA ISLAND, LAGOS SCHOOL OF EDUCATION MARCH/APRIL 2014 EXAMINATION

Course Code: BED414

Course Title: Administration of Electronic Office

Time: 2Hours

Instruction: Answer Question **One** and any other **Two**.

1. a. What is an Office System? (10marks)

b. Enumerate **five** (5) reasons why office system is necessary. (10marks)

c. List Ten (10) essentials of good office system. (10marks)

2. Write short notes on the followings:

i. Concept of Administration. (5marks)

ii. Concept of filling. (5marks)

iii. Significance of Administration. (5marks)

iv. Qualities of electronics office staff. (5marks)

3. a. Records must be managed to facilitate decision making.

List and explain**five** (5) reasons for Record management. (10marks)

b. Outline Five (5) benefit of electronic filling system. (10marks)

4. Discuss the advantages and disadvantages of the Open Office (20marks)