

**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)

1. 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:

1. List and Explain Six responsibilities of a manager in an organization. (12Marks)
2. The planning aspect of management is the major contributor to success and productivity. Justify? (4Marks)
3. Enumerate four major types of planning exercises in a given organization. (4Marks)
4. (a) Identify fourfactors 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)

1. Write short notes on any Four of the following:
2. Expert systems
3. Computer Bureaux
4. Information Centre (IC)
5. Systems analyst
6. Systems administrator
7. Programmer

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

1. (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)