



NATIONAL OPEN UNIVERSITY OF NIGERIA
Plot 91, Cadastral Zone, Nnamdi Azikiwe Express Way, Jabi, Abuja
Faculty of Education

PROGRAMME: M.ED

COURSE TITLE: Application of Management Information Systems (MIS) In Education

COURSE CODE: EDA842

CREDIT UNIT(s): 2

TIME ALLOWED: 2 HOURS

INSTRUCTION: Answer question no. one (1) and any other two (2) questions

Question 1

Use the information below to answer question 1(a)

Some students' data in a secondary school examinations is presented

- **Iredia Austin:** Maths (54), Agric Sc. (53), English (62), Geography (65)
- **Bayo Tunde:** Agric Sc. (70), Maths (74), English (68), Geography (65)
- **Onome Ejiro:** Geography (74), English (81), Maths (65), Agric Sc. (65)
- **Abdul Hassan:** Maths (84), English (62), Geography (51), Agric. Sc. (80)

- a. Prepare a table of 4x5 to reveal information of the students. Sort the names alphabetically. **(13 Marks)**
- b. Define the term Recycle Bin and state the procedure a computer user can take to erase or delete an unwanted file on computer system. **(7 Marks)**
- c. Discuss the function of the following parts of MS-Word welcome screen display
 - i. Drawing Bar
 - ii. Standard Toolbar
 - iii. Formatting Bar
 - iv. Task Bar
 - v. Status Bar**(10 Marks)**

Question 2

- a. Using diagrammatic representation, explain the relationship between 'Input', 'Process' and 'Output' **(10 Marks)**
- b. What is Executive Information System? Explain its various features **(10 Marks)**

Question 3

- a. What are the basic elements a manager must possess to command effectively in an organization? Justify your answer by relating them to classroom situation. **(12 Marks)**
- b. Highlight specifically, four major ways of moving a Window when using computer system for information process. **(8 Marks)**

Question 4

- a. Justify the reasons why the term planning is considered the most important function of a manager in an organization **(4 marks)**.
- b. Describe four important questions which managers use planning function to answer **(8 marks)**.
- c. What are some important reasons of institution management to seek for Management Information Systems (MIS) in their organisation? **(8 Marks)**