



National Open University of Nigeria
Plot 91, Cadastral Zone, Nnamdi Azikwe Express Way, Jabi- Abuja
Department of Arts and Social Sciences Education
Faculty of Education
2021_1 Examination

Programme: B.Sc. (Ed)

Course Code: BED313

Course Title: Office Information Technology

Credit Unit: 2

Time Allowed: 2Hours

Instruction: Answer Question 1 and Any Other Two Questions

- 1 a. Highlight seven (7) major duties of an Information System Security Officer **(7marks)**
 - b. The Security Policy Statement encompasses seven (7) policy statements that empower the Security Organization Structure. What are they? **(14marks)**
 - c. What are the three ways managers combine order and chaos in a way that optimizes both? **(9marks)**

2. Write short notes on any four of the following:
 - i. Virtual Office
 - ii. Archival Storage
 - iii. Word Processing
 - iv. Desktop Organizers
 - v. Computer Bureaux **(20Marks)**

- 3a. Enumerate and explain four major types of planning exercise **(16 Marks)**
 - b. The manager builds an organization wide understanding and commitment to the strategic plan. Describe four (4) elements of strategic plans according to Flemming, (1989) **(4 Marks)**

- 4a. Identify five most important components of the computer **(15Marks)**
 - b. Differentiate between Digital and Analog Computers **(5Marks)**