



NATIONAL OPEN UNIVERSITY OF NIGERIA

**PLOT 91, CADASTRAL ZONE, NNAMDI AZIKWE EXPRESSWAY, JABI-ABUJA
FACULTY OF EDUCATION
POP EXAMINATION 2022_2**

COURSE CODE: EDA842

**COURSE TITLE: APPLICATION OF MANAGEMENT INFORMATION
SYSTEMS (MIS) IN EDUCATION**

CREDIT UNIT: 3

TIME ALLOWED: 3 HOURS

INSTRUCTIONS: ANSWER QUESTION 1 & ANY OTHER THREE (3) questions

1. Management remains a strategic component of education system as both human and material resources need to be properly coordinated to ensure a seamless teaching-learning process. As a manager within the education system/organisation, analyse 5 critical functions you have to perform to ensure effective service delivery (20 marks)
 - 1b. With practical example, describe how to use AUTOSUM Command in Excel (5 marks)
2. In order to function effectively within an organization, there is a need to have access to appropriate information from different sources. In your area of specialization, describe 5 attributes of good information that you will require to discharge your responsibilities (15 marks).
3. Management information system (MIS) is the combination of human and computer-based resources for the purpose of efficient management of operations and for business planning. Having this in mind, analyse the objectives of MIS and also explain the critical factors to be considered in designing MIS (15 marks).
4.
 - a. Describe the Database Management System (5 marks)
 - b. Analyse 5 different parts of DBMS (10 marks).
5. Microsoft Excel provides many other statistical and engineering worksheet functions that are of immense assistance when doing calculation of any sort. Describe 2 of these functions (6 marks).
 - b. There are three levels of management in all formal organisations and there are clear differences in information requirements and decision making at each level. Discuss these levels of management in relation to the education system (9 marks)

