NATIONAL OPEN UNIVERSITY OF NIGERIA
Plot 91, Cadastral Zone, Nnamdi Azikwe Express Way, Jabi, Abuja
Faculty of Education
2020_1 EXAMINATION

Programme: **B.Sc. (Ed) Business Education**
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

a. List and explain 3 Classifications of Computer used in any office environment   (12Marks)

b. State four differences between a hardcopy and a softcopy.
(8Marks)

c. List four characteristics that determine the choice of a printer   (4Marks)

d. Explain briefly the two classifications of printers   (6Marks). **Total=30marks**

Question 2

(a) Explain briefly what is meant by an office automation system.   (4Marks)

(b) Enumerate and discuss three application areas of office automation system
        (12Marks)

(c) List two adverse effects of office automation system on office workers.   (4Marks).
Total=20 marks

Question 3

(a) Explain the meaning of a computer virus?   (3Marks)

(b) Give five ways of preventing a computer virus in any office environment.
(5Marks)

(c) 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:

- List and explain Six (6) responsibilities of a manager in an organization. (12 Marks). **Total=20 marks**

Question 4

Information needs of an organization can either be quantitative or qualitative. Required:

    a. Define Information System   (3Marks)

    b. Briefly explain qualitative and quantitative information   (10Marks)

    c. Enumerate 7 characteristics of information   (7Marks).

    d. **Total=20 marks**