



**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**