



NATIONAL OPEN UNIVERSITY OF NIGERIA
PLOT 91, CADASTRAL ZONE, NNAMDI AZIKWE EXPRESSWAY, JABI-ABUJA
FACULTY OF EDUCATION
2021_2 EXAMINATION

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. You have just been employed as principal in a secondary school, where you are expected to coordinate human and materials resources to realize the vision of the school. Describe 5 ways in which your knowledge of MIS will assist you in discharging your responsibilities (15 marks).
 - b. Describe the windows operating system (10 marks)
2. Getting the right information remains critical for employee to function effectively within an organization. Explain the 5 benefits derivable from good information, which will help you in the discharge of your duties (15 marks).
3. Differentiate between system software and application software (5 marks)
 - b. Discuss the causes and prevention against computer virus (10 marks)
4. a. Differentiate between operated input devices and automated input devices (5 marks)
 - b. Describe the following terms in MS Excel:
 - i. Workbook
 - ii. Worksheet
 - iii. Cell
 - iv. Range(10 marks)
5. a. Discuss 5 critical steps to success while using MIS in education system (7 1/2 marks)
 - b. Explain the following terms:
 - i. Cold booting
 - ii. Task bar
 - iii. Menu(7 1/2 marks)