



NATIONAL OPEN UNIVERSITY OF NIGERIA
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National Open University of Nigeria

Plot 91, Cadastral Zone, NnamdiAzikiwe Express Way
Jabi-Abuja

Faculty of Education

JANUARY/FEBRUARY, 2017_2 EXAMINATION

Course Code: EDA 842
Course Title: Application of Management Information System in Education
Time: 2 Hours
Instruction: Answer Question 1 and any other two questions
Questions

1. a) Define the following terms
iPlanning ii organizing iii coordinating iv commanding v leadership
vi communication vii motivation viii information ix system x data

b) Describe the basic characteristics underlying a good information. (30marks)
2. a) i) Define the term “**word processing**”
ii) What is the procedure for retrieving or opening a file in a flash drive?
iii) What are the optional methods that can be used to align texts with the aid of keyboard?

b) With the aid of a diagram describe the layout of a computer (20 marks)
3. a) Briefly describe the concept of management information system
b) i) An organization is planning to incorporate Management Information System (MIS) into its operational functions. Describe the essential criteria that should guide the design of MIS in the organization
ii) What are the objectives of management information system? (20 marks)
4. a) i) What is a data base?
ii) Highlight different parts of a data base
iii) What is the procedure for printing in Microsoft excel?
b) Write short note on any three forms of information (20mark)
5. a) What is the significance of information in organizational management?
b) What are the constraints to the application of Management Information System in schools? (20marks)

