



National Open University of Nigeria
Plot 91, Cadastral Zone, Nnamdi Azikiwe Express Way, Jabi- Abuja
Department of Arts & Social Sciences Education
Faculty of Education
2024 1 EXAMINATION

Programme: B. Sc. (Ed)
Course Code: BED313
Course Title: Office Information Technology
Credit Unit: 2 Units
Time Allowed: 2 Hours

Instruction: Answer question one (1) and any other two (2) questions

- 1a) Briefly clarify five usefulness of office machines (10 marks)
- b) Write brief notes on the following:
- | | | |
|------------------------|----------------------------|----------------------|
| i) Personal work space | ii) Team work space | iii) Open work space |
| iv) Cubicle work space | v) Share office work space | (10 marks) |
- c) Differentiate between Office Information System (OIS) and data processing systems (6 marks)
- d) Define information technology (4 marks)
- 2a) State five elements of strategic planning (5 marks)
- b) Briefly discuss five types of computer used in an office (10 marks)
- c) Explain two common activities in the workplace (5 marks)
- 3a) Enumerate ten guidelines for securing password (10 marks)
- b) Elucidate five duties of managers in an organization (10 marks)
- 4a) Explain five disadvantages of sales force automation (10 marks)
- b) Highlight five duties of management security forum (10 marks)