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NATIONAL OPEN UNIVERSITY OF NIGERIA

SCHOOL OF EDUCATION

COURSE CODE: EDU 713

**COURSE TITLE: EDUCATIONAL
MANAGEMENT AND SUPERVISION**

Unlimited**COURSE
GUIDE****EDU 713****EDUCATIONAL MANAGEMENT AND SUPERVISION**

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**NATIONAL OPEN UNIVERSITY OF NIGERIA**

The logo consists of the word "Unlimited" in a yellow, sans-serif font, positioned to the right of a solid blue square.

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Published by
National Open University of Nigeria

Printed 2008

ISBN: 978-058-330-0

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Introduction

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EDU412: Principles of Educational Management is a 400 level, second semester course. It is a two credit unit course for all students offering B.A (Ed), B.Sc (Ed) Education. The course is also suitable for anyone who wants to learn about the management of education at any level.

The course exposes you to an understanding of many of the concepts of Educational management and its application in the administration of educational institutions. It will also assist school administrators to be able to apply these concepts to the tasks and roles that they perform as school heads and chief executives in the education sector.

The course consists of sixteen units in three modules and a course guide. The course takes you through the meaning and basic concepts in educational administration, the development of administration, leadership in educational institutions, supervision of instruction, educational law and control of education in Nigeria, organization of ministries of education, the functions of the state ministry of education, the functions of the State Primary Education Board (SPEB) and other boards of education in Nigeria, school plant, mapping and maintenance and planning of school plant. So also the course take you through school records, the school time-table, school budget, discipline and the school – community relationship.

This Course Guide tells you briefly what the course is all about, what course materials you will be using and how you will work your way through these materials. It suggests some general guidelines for the amount of time you should spend on each unit of the course for its successful completion.

The Course Guide also gives you some guidance on your tutor-marked assignment which will be available at the end of every unit. There are regular tutorial classes that are linked to the course at designated centers throughout the country. You are advised to attend tutorial sessions at designated centre close to you.

What You Will Learn in this Course

The overall aim of EDU412:Principles of Educational Management is to introduce basic concepts of Educational management and acquaint you with some important skills needed for the application of knowledge of educational management to the day-to-day activities in educational organisations.

An understanding of this course is vital because it serves as a framework for the application of educational management knowledge to administration and other

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activities in educational institutions. From time-to-time, Educational administrators need to make decisions, which may include interpretation of the policies and programmes of government of the country as they affect educational institutions. During this course, you will learn about educational management as a concept and the roles expected of Educational Administrators in applying these concepts to daily school activities, such as school records, education law and control of education in Nigeria, functions of state primary education board and other boards in the education industry in Nigeria, school records and school budgets.

The course will expose you to an understanding of various types of management support systems available for educational managers which can assist in arriving at a decision without time wastage. Specific reference will be made to other uses of educational management.

Course Aims

The aim of the course can be summarized as follows: to provide students with an understanding of the concepts which underline the use of the knowledge of educational management to enable educational administrators to evaluate the appropriate usage of management techniques, to analyze the influence of educational management to educational organisations, and to plan and manage the available records in the school. The course also aims to explain:

- i. the meaning of Management and basic concepts of educational administration;
- ii. the functions of school administrators and qualities of school administrators;
- iii. the various types of school administrators;
- iv. the various types of leadership styles we have;
- v. the factors influencing the choice of leadership style adopted by a school leader;
- vi. the concept of supervision and inspection;
- vii. the history of supervision in Nigeria;
- viii. the reasons why instructional supervision is a must in Nigerian schools;
- ix. the various forms of inspection;
- x. the challenges of supervision of instruction in Nigeria;
- xi. the evolution of education laws in Nigeria;
- xii. the functions of the Federal and States ministries of education in Nigeria;
- xiii. the reasons for the establishment of State Primary Education Board
- xiv. the functions of NUC, NCCE, and NBTE;
- xv. the meaning of school plant, school mapping and management of school plant;



- xvi the principles of school plant planning;
- xvii the stages involved in the provision of school plant;
- xviii the solutions to the problem of school plant maintenance;
- xix the importance of school records;
- xx the reasons for keeping school records;
- xxi the various types of records kept in the school;
- xxii the importance of school time-table;
- xxiii the meaning of a school budget and methods of preparing school budget;
- xxiv the importance and challenges of school budget;
- xxv the meaning and causes of acts of indiscipline in our schools;
- xxvi ways of controlling the act of indiscipline in the schools;
- xxvii the roles of the school to the community and the roles of the community to the school

Course Objectives

To achieve the aims set out, the course sets overall objectives. Each unit also has specific objectives at the beginning of the unit; you should read them carefully before you start working through the unit. You may want to refer to them during your study of the unit to check on your progress. You should also look at the unit objectives after completing a unit. In doing so, you will be sure that you have followed the instructions in the unit.

Below are the wider objectives of the course as a whole. By meeting these objectives, you should have achieved the aims of the course.

On successful completion of the course, you should be able to:

- define management, administration, organization and educational administration;
- explain the functions of educational administration;
- distinguish between management and educational administration;
- explain the characteristics of organisation;
- enumerate the principles of organisation
- define leadership and leadership styles;
- identify the various types of leadership styles that can be adopted by educational administrator;
- distinguish between supervision and inspection;
- define supervision of instruction and explain the purpose of supervision of inspection;

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- explain the various forms of inspection we have and the challenges facing supervision of instruction ;
- suggests solution to the identified challenges;
- distinguish between law and rule; written and unwritten law and statutory and customary laws
- trace the history of education law in Nigeria;
- distinguish between federal and state ministry of education;
- draw the organogram of the federal and state ministry of education;
- explain the functions of the federal and state ministry of education;
- explain the reason why SPEB is needed;
- explain the importance of NUC, NCCE, and NBTE in Nigeria;
- trace the historical development of NUC in Nigeria;
- define school plant, school mapping and management of school plant;
- give reasons why school plant must be maintained;
- highlight the various types of school plant maintenance;
- define school plant planning;
- list the principles of school plant planning and the process of arriving at logical school plant facilities;
- mention the types of spaces expected to be provided for at the school site;
- explain the constraints militating against school maintenance;
- explain the meaning of a school record;
- explain the reasons why records are kept in the school;
- mention the various records on the statutory and non-statutory lists;
- list some vital records in the school and their uses
- mention the usefulness of admission register;
- define the school time-table;
- mention the importance of the school time-table;
- mention the various types of time-table;
- highlight the guidelines to be followed in constructing a school time-table;
- explain the steps to be followed by school head to ensure school effectiveness through effective school time-table;
- distinguish between budget and school budget;
- list the purpose of a school budget;
- explain the various method to be followed in preparation of a school budget;
- highlight the challenges facing the school heads in preparing a workable school budget;
- define indiscipline;
- mention some act of indiscipline among Nigerian adolescence;
- discuss the various causes of indiscipline in Nigerian schools;
- suggest what school heads can do to ensure discipline in schools;

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- give a brief definition of a school and a community;
- list two types of community;
- highlight the roles of community to the school;
- highlight the roles of school to the community ;
- discuss the factors influencing the school community relationship;

Working through this Course

To complete this course, you are required to read all the study units in the study material, read other related books and other materials provided by the National Open University of Nigeria (NOUN). Each unit has self assessment practice exercises, and at regular intervals in the course, you are required to submit assignments/exercises for assessment purposes. At the end of the course, is a final examination. The course should take you about 16 weeks in total to complete. Below, you will find listed all the components of the course, what you have to do and how you should allocate your time to each unit in order to complete the course successfully on time.

Units	Titles of Work	Number of Weeks to Spend
Module 1 THE CONCEPT OF ADMINISTRATION AND INSTRUCTION		
Units 1	Definition and Interpretation of Basic Concepts	1
Unit 2	The Development of Administration	1
Unit 3	Leadership in Educational Institution	1
Unit 4	Supervision of Instruction (1)	1
Unit 5	Supervision of Instruction (2)	1
Module 2 EDUCATION LAWS AND SCHOOL PLANT		
Unit 1	Education Law and Control of Education in Nigeria	1
Unit 2	Organisation of the Ministry of Education	1
Unit 3	Functions of the State Primary Education Board and Other Boards of Education/Commission in Nigeria	1
Unit 4	School Plant, Mapping and Maintenance	1
Unit 5	Planning of School Plant	1
		1
Module 3 SCHOOL RECORDS AND ADMINISTRATION		
Unit 1	School Records (1)	1



Unit 2	School Records (1)	1
Unit 3	The School Time- Table	1
Unit 4	The School Time-Table	1
Unit 5	Discipline and the School Administration	1
Unit 6	School – Communities Relationship	
	Total	16

Each study unit consists of one to two weeks work, and includes introduction, objectives, reading materials, exercises, conclusion, summary, tutor-marked assignments (TMAs), references/further readings. In general, these exercise/practice questions, test you on the materials you have just covered and to reinforce your understanding of the materials. Together with the tutor- marked assignments, these exercises will assist you in achieving the stated learning objectives of the individual units and of the course.

Assessment

There are three aspects to the assessment of the course; the first is the self assessment/practice, the second is the tutor-marked assignments; and the third is the end of the semester written examination.

In tackling the assignments, you are advised to be sincere in attempting the exercises/practices; you are expected to apply the information, knowledge and techniques gathered during the course. The assignments must be submitted to your tutor for formal assessment in accordance with the deadlines set by the authority of the National Open of Nigeria (NOUN). The tutor-marked assignments you submit to your tutor will count for 30% of your total course mark.

At the end of the course, you will need to sit for a final written examination of two hours duration. This examination will also count for 70% of your total course mark.

Tutor-Marked Assignment

You are to contact your study centre to collect the approved tutor marked assignment for the semester. You are advised to attempt and submit all the tutor marked assignments given to you at the study centre, the best three will be counted for you. Each assignment counts 10% towards your total course mark.

Assignment questions/Practice Exercises for the units in this course will be contained in the *Assignment Folder*. You will be able to complete your