



NATIONAL OPEN UNIVERSITY OF NIGERIA
14/16 AHMADU BELLO WAY, LAGOS

SCHOOL OF EDUCATION
MAY/JUNE 2013 EXAMINATION

COURSE CODE: EDA 811 (3 UNITS)
**COURSE TITLE: CONCEPT AND THEORIES OF EDUCATIONAL
ADMINISTRATION AND PLANNING**
TIME: 3 HOURS

ANSWER QUESTION 1 AND 3 OTHERS

- 1a) i. Justify the statement that school is an organization.
ii. Getzels and Guba Model to explain the origin of conflict in an organisation
- b. i. As a school head, identify FIVE basic characteristics that could lead to conflict in school
ii. Suggest FIVE major strategies that could be adopted to manage conflict in school.
- 2a) i. What is the rationale for supervisory conference? Define the term decision making
b) Discuss the basic steps that are required to organize a successful supervisory conference.
c). Draw a typical Conference Report Format
- 3a) i. Explain the concept of students' services
ii. Itemise FIVE specific areas where school administrator can enhance students' services
- 4a) *Mr. Kasali was a school principal who visited the Ministry of Education up to three times in order to obtain vital information concerning a meeting in the Ministry of Education. His colleague, Mr Chukwu was there once the same information. With this scenario, explain the concepts of **efficiency** and **effectiveness** in educational administration.*
- b) Briefly summarise TEN of the principles of efficiency as enunciated by Emerson.

5.
 - a) List TEN examples of instructional media
 - b) Enumerate FIVE practices that can lead to improvement in the use of instructional materials.
 - c) Describe the basic criteria for the selection of instructional materials.