



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

***SCHOOL OF EDUCATION***  
**MAY/JUNE 2013 EXAMINATION**

**COURSE CODE: EDA 855**

**COURSE TITLE: RESPONSIBILITY AND ACCOUNTABILITY IN  
EDUCATIONAL MANAGEMENT**

**INSTRUCTIONS: ANSWER ANY THREE QUESTIONS.**

**TIME ALLOWED: 2 HOURS**

- 1(a) List six (6) reasons which account for the importance of a good School Accounting System.  
(12 marks)
- 1(b) Discuss in details five (5) of the identified six (6) reasons above.  
(11 marks)
- 2(a) List eight (8) qualities of a good organizational chart . (8 marks)
- 2(b) Explain five (5) of the qualities of a good organisation chart listed above. (15 marks)
- 3(a) List five (5) basic patterns of organisation.  
(10 marks)
- 3(b) Explain vividly five (5) basic patterns of organisation listed above.  
(12½ marks)
- 4(a) Identify five (5) importance of keeping Records in Schools .  
(10 marks)
- 4(b) Discuss extensively on the identified importance in (a) above.  
(12½ marks)

