



NATIONAL OPEN UNIVERSITY OF NIGERIA
Plot 91, Cadastral Zone, Nnamdi Azikwe Express Way, Jabi, Abuja
Faculty of Education
2020_1 Semester

COURSE CODE: EDA855

COURSE TITLE: Responsibility and Accountability in Educational Management

TIME: 2 HOURS

CREDIT UNIT: 2

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

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Question 1

- (a) Define the term ‘Behavioural Management’ (5 marks)
- (b) Compare and contrast management and administration. (10 marks)
- (c) Highlight the important roles of administration in every organization (5 marks)
- (d) Explain the concept of ‘Educational Management ‘ (10 marks)

Question 2

- (a) Describe the issues in educational Management. (4 marks)
- (b) What is the main function of educational management? (4 marks)
- (c) Write short notes on the following terms;
 - (i) Policy making and programs planning
 - (ii) Procurement and Development of personnel
 - (iii) Curriculum Development (12 marks)

Question 3

- (a) Define the term administrative process (2 marks)
- (b) Write on the following administrative activities
 - (i) Planning (ii) Organizing (iii) Directing (iv) Coordinating
 - (v) Staffing (vi) Controlling (12 marks)
- (c) What is school budgeting? (6 marks)

Question 4

- (a) Mention two ways of financing education. (2 marks)
- (b) What are the three (3) components of every school budget? (6 marks).
- (c) Explain the importance of budgetary practices in School Management. (12 marks)

(Total 20 marks)