



# **NATIONAL OPEN UNIVERSITY OF NIGERIA**

UNIVERSITY VILLAGE, PLOT 91, CADASTRAL ZONE, NNAMDI AZIKIWE EXPRESS WAY, JABI, ABUJA

## **FACULTY OF EDUCATION**

**March, 2019**

**Course Code: EDU 713**

**Course Title: Educational Management and Supervision**

**Credit units: 2**

**Time Allowed: 2hours**

**Instruction: Answer Question 1 & Two other Questions.**

**Q1(a).** As a school principal in training, mention and explain five (5) ways of preparing a school budget **(15 Marks)**

**(b).** Outline and explain five (5) guidelines for constructing a School Time – Table **(15 Marks)**

**Q2(a).** Explain five (5) Leadership styles you can use as a school principal to manage your schools. **(10 Marks)**

**(b).** Discuss five forms of school inspection. **(10marks)**

**Q3(a).** Explain five (5) principles that are common to all organisations.

**(10marks)**

**(b).** Among numerous functions, describe the ten (10) critical ones necessary for effective function of the Federal Ministry of Education in Nigeria.

**(10marks)**

**Q4(a).** Discuss four (4) important challenges of school plant maintenance in Nigeria. **(10marks)**

**(b).** Explain four (4) solutions to the challenges of school plant maintenance **(10marks)**

**Q5(a).** Discuss five (5) good qualities of a school administrator. **(10marks)**

**(b).** Analyze ten challenges of school supervision of instruction in Nigeria that could inhibit learning. **(10marks)**