

**NATIONAL OPEN UNIVERSITY OF NIGERIA**  
**91 cadastral Zone, Nnamdi Azikiwe Expressway Jabi, Abuja**

Faculty of Education  
Department of Educational Foundations  
Programme: M.Ed. Educational Administration and Planning  
**2023 2 EXAMINATIONS**

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Course Code: EDA811

Course Title: Concept and Theories of Educational Administration and Planning

Credit Units: 2

Time Allowed: 2 hours

Instructions:

1. Answer any three questions. All questions carry equal marks.
2. Start a question on a fresh page.

**Question 1**

Administration is a social process concerned with identifying, maintaining, motivating, controlling, and unifying formally and informally organised human and material resources within an integrate system designed specifically to achieve predetermined objectives. In line with this definition, state two objectives and explain how you will achieve the objectives either as a school principal or as a director in charge of school monitoring in your state. You are to give a brief background of the status of the school or state in terms of education, state the objective and give two points on how each criterion in the definition will be used to meet the objectives. In a statement conclude your presentation.

23.5 marks

**Question 2**

With reference to Fayol's fourteen principles of management, how will you apply the principles if you are appointed as a secondary school principal. Conclude by taking a position on the use of Fayol's fourteen principles.

23.5 marks

**Question 3**

Explain the functions of the following in decision making:

- a. The classical model
- b. The administrative model
- c. The incremental model
- d. Mixed scanning or adaptive decision-making

23.5 marks

**Question 4**

Assuming you are hired as an adviser to a governor of a state and the governor is interested in providing education for all the citizens that demand education. Advise the governor by stating and explaining the type of planning approach with emphasis on the merit and demerit of the approach.

23.5 marks