



**NATIONAL OPEN UNIVERSITY OF NIGERIA**  
**University Village, Plot 91, Cadastral Zone, Jabi- Abuja**  
**FACULTY OF EDUCATION**  
**2024\_2 EXAMINATION**

**PROGRAMME:** POSTGRADUATE  
**COURSE CODE:** EDA 811  
**COURSE TITLE:** CONCEPTS AND THEORIES OF EDUCATIONAL ADMINISTRATION AND PLANNING  
**CREDIT UNIT:** 2 UNITS  
**TIME ALLOWED:** 2 HOURS  
**INSTRUCTION(S):** ANSWER QUESTION ONE (1) AND ANY OTHER TWO (2)

**Question 1**

- a) State any five functions of your state ministry of education. (15 marks)
- b) List any five functions of local school board. (15 marks)

**Question 2**

As a school administrator, describe with examples from school setting, any five stages of decision-making process. (20 marks)

**Question 3**

Mention five important contributions of the following scholars to personnel management:

- a) Robert Owen
- b) Charles Babbage (20 marks)

**Question 4**

- a) State any four advantages of bureaucracy (10 marks)
- b) Discuss any four disadvantages of bureaucracy (10marks)