



NATIONAL OPEN UNIVERSITY OF NIGERIA
UNIVERSITY VILLAGE, PLOT 91, CADASTRAL ZONE, NNAMDI AZIKIWE
EXPRESS WAY, JABI, ABUJA
FACULTY OF EDUCATION
2025_2 EXAMINATIONS

Course Code: EDA811

Course Title: Concepts and Theories of Educational Administration and Planning

Credit unit: 2

Time allowed: 2 hours

INSTRUCTIONS: ANSWER QUESTION ONE AND OTHER TWO (2) QUESTIONS.
QUESTION ONE (1) IS COMPULSORY.

- 1a. Decision-making has become such a crucial test of administrative effectiveness that the success of administrators is judged by the soundness and appropriateness of their decisions.
- i. What is decision-making? **2marks**
 - i. List the six (6) processes of decision-making. **3marks**
 - ii. Explain the six (6) processes listed in ii above. **12marks**
- 1b. As a student of Educational Administration and Planning; choose a situation in a school system that needs urgent decision-making in order to avert crisis.
- i. Name the situation **2marks**
 - ii. Give negative effect of the situation in the school. **5marks**
 - iii. Explain the decision taken. **6marks**
- 2a. Teachers' morale are affected by both material and human factors.
- i. List five (5) material factors affecting teachers' morale. **5marks**
 - ii. Explain each of the five (5) factors Teachers' morale. **10marks**
- 2b. i. Explain social demand approach. **1mark**
ii. Mention at least two advantages and disadvantages of social demand approach. **4marks**
- 3a. In the area of human relations, the principal is in a key position to influence the human factor of morale. With measurable example, explain five (5) human factors of morale that a principal can influence his staff to. **10marks**
- 3b. Write short note on decision-making, bringing out its:
i. definition, ii. attributes iii. importance. **10marks**
- 4a. Describe with examples ten (10) qualities desired of a school Administrator. **10marks**
- 4b. Discuss five (5) ways by which a school administrator can develop or improve guidance services in the school. **10marks**
- 5a. List five (5) contributions of Human Relations to Administration. **10marks**
- 5b. Schools are intended to promote social change in the locality around them. With examples, explain five (5) things that the school and the community can benefit from each other. **10marks**