



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

PROGRAMME: M. ED
COURSE TITLE: Concepts and Theories of Educational Administration and Planning
COURSE CODE: EDA811
CREDIT UNITS: 2
TIME ALLOWED: 2 HOURS
INSTRUCTIONS: Answer question number one (1) and any other two (2).

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QUESTION 1

- (a) (i) Who is an administrator? 5mks
- (ii) An administrator uses different ways to achieve its primary goals and objectives as well as getting things done quickly and efficiently. List and explain any five (5) of these principles. 10mks
- (b) (i) As an administrator in your organization explain any five (5) basic requirements for a good communication. 10mks
- (ii) Explain the term communication. 5mks (**Total = 30mks**)

QUESTION 2

- (a) (i) Define organization. 2mks
- (ii) Name and explain the two types of organization known to you. 8mks
- (b) Outline five (5) principles of National Open University of Nigeria as a formal organization. 10mks

QUESTION 3

- (a) ‘No theory without criticism’. In relation to this assertion, Outline at least five (5) criticism against the human relation theory. 10mks
- (b) Outline the advantages and disadvantages of Bureaucracy as a theory. 10mks

QUESTION 4

- (a) Define the term theory. 4mks
- (b) The important of decision making in an organization can never be overemphasized. As an administrator, Explain any four (4) strategies applicable to decision making in an organisation. 16mks