



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

**COURSE CODE:** EDA855

**COURSE TITLE:** Responsibility and Accountability in Educational Management

**TIME:** 2 HOURS

**CREDIT UNIT:** 2

**INSTRUCTION:** Answer question one (1) and any other two (2) questions.

**Question 1**

- .....
- (a) Define the term ‘Behavioural Management’ (5 marks)
  - (b) Compare and contrast management and administration. (10 marks)
  - (c) Highlight the important roles of administration in every organization (5 marks)
  - (d) Explain the concept of ‘Educational Management ‘ (10 marks)

**Question 2**

- (a) Describe the issues in educational Management. (4 marks)
- (b) What is the main function of educational management? (4 marks)
- (c) Write short notes on the following terms;
  - (i) Policy making and programs planning
  - (ii) Procurement and Development of personnel
  - (iii) Curriculum Development (12 marks)

**Question 3**

- (a) Define the term administrative process (2 marks)
- (b) Write on the following administrative activities
  - (i) Planning (ii) Organizing (iii) Directing (iv) Coordinating
  - (v) Staffing (vi) Controlling (12 marks)
- (c) What is school budgeting? (6 marks)

**Question 4**

- (a) Mention two ways of financing education. (2 marks)
- (b) What are the three (3) components of every school budget? (6 marks).
- (c) Explain the importance of budgetary practices in School Management. (12 marks)

(Total 20 marks)