



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

**COURSE TITLE:** Principles of Educational Management

**COURSE CODE:** EDU412

**CREDIT UNITS:** 2

**TIME:** 2 ½ Hrs.

**INSTRUCTION:** Answer question number one and any other two questions

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**Question 1**

- a List five (5) characteristic features of an organization (10mks)
- b. Enumerate and discuss five (5) types of leadership styles in education system (10mks)
- c. To ensure that the school plant is relevant, adequate and efficient. Narrate five (5) stages that should be observed. (10mks)

Total= 30mks

**Question 2**

- a. Discuss five (5) importance of a school budget in the Nigerian Educational system (10mks)
- b. Explain five (5) challenges confronting the school heads in preparing a workable school budget (10mks)

Total =20mks

**Question 3**

- a. Distinguish clearly, using specific examples, between statutory and non-statutory records in any school (8mks).
- b. Discuss any four benefits of school admission register (6mks)
- c. Discuss three forms of inspection carried out in schools (6mks)

Total =20mks

**Question 4**

- a Explain five (5) purposes of Supervision of Instruction (10mks)
- b. Discuss five (5) importance of the school time-table (10mks)

Total =20mks