

FEDERAL UNIVERSITY OF TECHNOLOGY, MINNA
SCHOOL OF SCIENCE AND TECHNOLOGY EDUCATION
SCIENCE EDUCATION DEPARTMENT

FIRST SEMESTER EXAMINATION 2018/2019 SESSION

COURSE: ADMINISTRATION AND PLANNING

COURSE CODE: EDU 415 2 UNITS TIME: 2HOURS

INSTRUCTION: Answer any three (3) Questions, each question carries equal marks

1. Write an explanatory note on each of the followings:
 - i. Administration
 - ii. Administrator
 - iii. Education
 - iv. Educational Administration
2. List out the Five Administrative skills and explain each of them in details with relevant examples
3. 3. As an Educational Administrator, explain in details, the roles of Motivation and Communication in school system
4. a) List and explain in details, the characteristics of an organization
b) Differentiate between formal and informal organization with relevant examples
5. As a School Administrator, explain in details the concept of Organizational Conflict with much emphasis on its meaning, types and how to manage it