

FEDERAL UNIVERSITY OF TECHNOLOGY, MINNA
SCHOOL OF SCIENCE AND TECHNOLOGY EDUCATION
DEPARTMENT OF EDUCATIONAL TECHNOLOGY, MINNA
FIRST SEMESTER 2016/2017 EXAMINATION

Course Code: EDT 512

TIME: 2 Hours

Course Title: Management of Media Resource Center

Instructions: Answer any three questions only

1. Define Media center and briefly discuss any four environmental factors that can influence the existence of a Media Center positively.
2. Imagine that as a Media director in your state educational resource center, the Government directed that you should employ two artists to fill the existing vacancies. Discuss any five (5) major stages you will need to follow to ensure that the assignment is successfully executed.
3. Once an organizational structure has been selected that fits the needs of the environment, certain operational guidelines or tips should be employed by the manager of a media center to ensure maximum service delivery. Briefly discuss any five (5) of such tips you need to put in place to ensure successful management of your Media Center
- 4a. Write short notes on the following terms:
 - a. Employee
 - b. General orientation
 - c. Specific orientation
 - d. Professional training
 - e. Cross training
- 4b.
 - i. What is Record?
 - ii. Briefly describe the two types of records you know
 - iii. State any five attributes or qualities of a good record
- 5a. As a media director, outline any five (5) requirements/expectations you will need to exhibit.
- b. List any five (5) general procedure for the maintenance of media equipment