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

FIRST SEMESTER EXAMINATION

2018/2019 SESSION

COURSE CODE: EDT 512  
COURSE TITLE: ADMINISTRATION AND MANAGEMENT OF  
LEARNING RESOURCE CENTRE  
COURSE UNIT: 2  
DURATION: 2HOURS

**INSTRUCTION:** Answer **Section A** in the answer booklet while  
**Section B** should be answered in the spaces  
provided.

**SECTION A**

1. Assuming you are employed and expected as a director in a learning resource centre to organize and manage the centre for efficiency, consequently,
  - (a) Explain and illustrate with an organizational chart how you would best organize the centre for administrative convenience.
  - (b) Discuss how you will utilize communication and motivation as effective tools in the management of human resources in the centre.

**SECTION B**

1. State three major characteristics of a standard learning resource centre.
  - a) \_\_\_\_\_
  - b) \_\_\_\_\_
  - c) \_\_\_\_\_
2. Two major components of learning resources are
  - a) \_\_\_\_\_
  - b) \_\_\_\_\_

3. What are non-projected materials? \_\_\_\_\_  
\_\_\_\_\_
4. What are projected materials?  
\_\_\_\_\_  
\_\_\_\_\_
5. Explain briefly the term Learning Resource Centre  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
6. List three functions of a Learning Resource Centre.  
a) \_\_\_\_\_  
b) \_\_\_\_\_  
c) \_\_\_\_\_
7. Mention not less than three of the various Learning Styles that should be made provision for in the Learning Resource Centre.  
a) \_\_\_\_\_  
b) \_\_\_\_\_  
c) \_\_\_\_\_
8. Major emphasis of a Learning Resource Centre is on  
(a) \_\_\_\_\_ and not (b) \_\_\_\_\_
9. Four major objectives that a standard learning resource centre must meet include  
a) \_\_\_\_\_  
b) \_\_\_\_\_  
c) \_\_\_\_\_  
d) \_\_\_\_\_

10. List four functions that a learning resources centre is expected to perform.

- (a) \_\_\_\_\_
- (b) \_\_\_\_\_
- (c) \_\_\_\_\_
- (d) \_\_\_\_\_

11. There are many types of learning resource centre, mention any three of such

- (a) \_\_\_\_\_
- (b) \_\_\_\_\_
- (c) \_\_\_\_\_

12. Learning resources is majorly classified into

- (a) \_\_\_\_\_
- (b) \_\_\_\_\_

13. Communication has six elements in its cycles, mention them in their sequential order.

- (a) \_\_\_\_\_ (b) \_\_\_\_\_ (c) \_\_\_\_\_
- (d) \_\_\_\_\_ (e) \_\_\_\_\_ (f) \_\_\_\_\_

14. What is the major cause of semantic noise in a communication process?

\_\_\_\_\_  
\_\_\_\_\_

15. When does channel noise occurs in a communication process?

\_\_\_\_\_  
\_\_\_\_\_

16. State three factors that are central to the effective management of material resources in a learning resources centre.

- (a) \_\_\_\_\_ (b) \_\_\_\_\_
- (c) \_\_\_\_\_