

**FEDERAL UNIVERSITY OF TECHNOLOGY, MINNA**  
**SCHOOL OF SCIENCE AND TECHNOLOGY EDUCATION**  
**DEPARTMENT OF SCIENCE EDUCATION**  
**SECOND SEMESTER EXAMINATION 2020/2021**

**COURSE TITLE: ADMINISTRATION AND PLANNING**

**COURSE CODE: EDU 415,                      UNITS: 2                      TIME: 2 Hours**

**INSTRUCTION: ANSWER QUESTION ONE & ANY OTHER TWO**

1. (a) Briefly explain the following terms;
  - i. Administration
  - ii. Administrator
  - iii. Educational Administration
  - iv. Motivation

**5 marks each x 4 = 20 marks**

(b) Effective management of school conflict is a veritable tool for every successful school Administrator; Enumerate Ten (10) ways you can successfully resolve a conflict in the school. **10 marks**

2. As an Educational Administrator, list and explain three (3) measures or services to put in place for effective students' control in school setting. **15 marks**
3. List and explain in details five (5) Administrative skills you learned in the class.

**15 marks**

4. (a) Explain in details the roles of motivation and communication in a school setting

**10 marks**

(b) As a newly transferred principal, enumerate five (5) ways you can tackle the problem of drug abuse in your newly posted school. **5 marks**