

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

EPD 624

EDUCATIONAL ADMINISTRATION AND PLANNING

SECOND SEMESTER EXAMINATION

Instruction: Answer only three Questions

- (1) Briefing enumerate eight administration steps you will adopt in your school of achieve the educational goals and objectives of the school
- (2) List five reasons why administrative records should be kept in a school
- (3) Explain the uses of the following records kept in school (i) log book (ii) admission register (iii) visitors book (iv) punishment book (v) attendance register
- (4) Explain with good relevant examples the difference and similarities been administration and educational administrations
- (5) List some financial terms known to you and succinctly explain five.