



MACHAKOS UNIVERSITY

University Examinations for 2020/2021 Academic Year

SCHOOL OF EDUCATION

DEPARTMENT OF EDUCATIONAL MANAGEMENT & CURRICULUM STUDIES

APRIL SESSION EXAMINATION FOR

BACHELOR OF EDUCATION

EMP 401: EDUCATIONAL ADMINISTRATION

DATE: 20/7/2021

TIME : 8.30-10.30 AM

INSTRUCTIONS

Answer question **ONE (compulsory)** and any other **TWO** questions.

QUESTION ONE (30 MARKS)

- a) 'A school is an organization like any other'. Validate the statement with **FIVE** relevant examples (5 marks)
- b) Explain the contribution of the following theories to education management in Kenyan secondary schools
 - i. Scientific Management (5 marks)
 - ii. Bureaucratic Management (5 marks)
- c) By the use of relevant examples, explain any **FIVE** strategies that secondary schools can apply to enhance girl child participation in education (5 marks)
- d) By the use of relevant examples, explain any **FIVE** steps that should be followed during the budgeting process in school in Kenya (10 marks)

QUESTION TWO (20 MARKS)

- a) Distinguish the following terms as they are applied in Educational Administration
 - i. Educational Administration and Educational Management (2 marks)
 - ii. Oral Communication and Written communication (2 marks)
- b) Explain any **THREE** functions of Educational management (6 marks)
- c) Explain any **FIVE** strategies that the Kenya government can adopt to curb corruption in the education sector in Kenya (10 marks)

QUESTION THREE (20 MARKS)

- a) Distinguish between content theories and process theories of motivation (2 marks)
- b) Explain the assumptions that theory X and Theory Y Principals have about teachers in secondary schools (8 marks)
- c) Critically explain how the Maslow's hierarchy of needs theory can be used to motivate teachers in secondary schools (10 marks)

QUESTION FOUR (20 MARKS)

- a) Explain any **THREE** skills which are paramount in educational leadership (6 marks)
- b) Outline any **THREE** functions of leadership in educational management (6 marks)
- c) Using relevant examples, outline how a school principal can use the **FOUR** types of power to accomplish the school goals (8 marks)

QUESTION FIVE (20 MARKS)

- a) Using relevant examples, explain **THREE** factors that influence interpersonal communication (6 marks)
- b) Explain any **FIVE** factors necessary for effective communication (10 marks)
- c) Explain **TWO** roles of communication in educational management (4 marks)