



MACHAKOS UNIVERSITY

University Examinations for 2020/2021 Academic Year

SCHOOL OF EDUCATION

**DEPARTMENT OF EDUCATIONAL MANAGEMENT & CURRICULUM
STUDIES**

**FOURTH YEAR FIRST SEMESTER EXAMINATION FOR
BACHELOR OF SCIENCE (AGRICULTURAL EDUCATION AND
EXTENSION)**

BACHELOR OF EDUCATION (SPECIAL NEEDS EDUCATION)

BACHELOR OF ARTS (ENGLISH LITERATURE)

BACHELOR OF EDUCATION (SCIENCE)

BACHELOR OF EDUCATION (ARTS)

EMP 401: EDUCATIONAL ADMINISTRATION

DATE: 19/8/2021

TIME: 2:00 – 4:00 PM

INSTRUCTIONS

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

QUESTION ONE (30 MARKS)

- a) Distinguish the following terms as they are used in educational administration
 - i. Educational Administration and Educational management (2 marks)
 - ii. Power and Authority (2 marks)
 - iii. Performance Goals and Organizational maintenance Goals (2 marks)
- b) By the use of relevant examples, explain any four characteristics of educational organizations (8 marks)
- c) Explain the contribution of the following in educational management in Kenya today

- i. Fredrick Taylor (5 marks)
 - ii. Max Weber (5 marks)
- d) Explain any SIX initiatives by the ministry of education to ensure continuity of learning during the Covid 19 pandemic. (6 marks)

QUESTION TWO (20 MARKS)

- a) Explain the FOUR steps involved during the budgeting process in educational management. (8 marks)
- b) Explain the following books of accounts as used to facilitate financial accounting in school administration:
- i. Receipt Book (2 marks)
 - ii. Cash Book (2 marks)
 - iii. The Ledger (2 marks)
 - iv. The Journal (2 marks)
- c) Explain any TWO types of auditing of school finances (4 marks)

QUESTION THREE (20 MARKS)

- a) Discuss how the following Social Issues affect Educational Management in Kenya.
- i. HIV (5 marks)
 - ii. Globalization (5 marks)
- b) Explain any five strategies that the Ministry of Education can use to ensure smooth implementation of competency based education in Kenyan Education Sector. (10 marks)

QUESTION FOUR (20 MARKS)

- a) By the use of FIVE relevant examples, identify one content theory and one process theory of motivation and explain how you would apply each on human resources management to achieve institutional objectives. (10 marks)
- b) By the use of FIVE examples, discuss factors that are likely to contribute towards job satisfaction of teachers in secondary schools in Kenya (10 marks)

QUESTION FIVE (20 MARKS)

- a) By the use of relevant examples in management, describe THREE factors that may influence interpersonal communication in educational institutions. (6 marks)
- b) Identify any FOUR barriers to effective communication in schools and suggest a prevention for each of such barriers (8 marks)
- c) By the use of relevant examples, illustrate how you would apply any THREE types of power for effective management in a secondary school in Kenya. (6 marks)