MACHAKOS UNIVERSITY

University Examinations 2019/2020 Academic Year

SCHOOL OF EDUCATION

DEPARTMENT OF EDUCATIONAL MANAGEMENT AND CURRICULUM STUDIES

SECOND YEAR FIRST SEMESTER EXAMINATION FOR

DIPLOMA IN EDUCATION

EAP 0201: EDUCATIONAL MANAGEMENT AND ADMINISTRATION

DATE: 4/12/2019   **TIME: 11.00-1.00 PM**

INSTRUCTIONS

Answer Question ONE and any other TWO questions

QUESTION ONE (30 MARKS)

a)   With relevant examples, differentiate between the following terms as used in administration:

     i.   Management and Administration

     ii.   Motivation and Job Satisfaction

     iii.   Leadership and Power   (12 marks)

b)   Describe any three leadership skills   (6 marks)

c)   Outline the advocacy of Fredrick Taylor's Scientific Management Theory   (5 marks)

d)   Identify any **four** types of power that can be assumed by school managers   (4 marks)

e)   Outline any **three** sources of school finance   (3 marks)

QUESTION TWO (20 MARKS)

a)   By the use of relevant examples suggest structures you would put in place to motivate your teaching staff using Maslow's primary needs.   (10 marks)

b)   By the use of relevant examples explain the application reinforcement theory of motivation in Kenyan secondary schools   (10 marks)

QUESTION THREE (20 MARKS)

a) 'Budgeting is a collaborative responsibility in school management'. Explain (10 marks)

b) By the use of relevant examples describe the application of bureaucratic management theory in the Kenyan secondary school finance management (10 marks)

QUESTION FOUR (20 MARKS)

a) Explain the role of the following bodies in management of secondary schools in Kenya;

    i. Ministry of Education (3 marks)

    ii. Teachers Service Commission (3 marks)

    iii. Boards of Management (4 marks)

b) By the use of relevant examples, explain the role of communication in School management

(10 marks)

QUESTION FIVE (20 MARKS)

a) Using characteristics of an organization, justify that a school is an organization (10 marks)

b) Explain any five benefits of studying management to a teacher trainee (10 marks)