



MACHAKOS UNIVERSITY

University Examinations 2019/2020 Academic Year

SCHOOL OF EDUCATION

DEPARTMENT OF EDUCATIONAL MANAGEMENT AND CURRICULUM STUDIES

DECEMBER SESSION EXAMINATION FOR

BACHELOR OF EDUCATION

EMP401: EDUCATIONAL MANAGEMENT AND ADMINISTRATION

DATE: SCHOOL BASED

TIME:

INSTRUCTIONS

Answer Question ONE and any other TWO questions

QUESTION ONE (30 MARKS)

- a) Explain any four differences between administration and management. (8 marks)
- b) Identify any four characteristics of educational organization (8 marks)
- c) Outline the functions of management as identified by Henry Fayol (10 marks)
- d) Differentiate between auditing and accounting (4 marks)

QUESTION TWO (20 MARKS)

- a) Explain any five objectives of Educational Management. (10 marks)
- b) With the use of relevant examples, Explain the Path-Goal theory and its application in leadership. (10 marks)

QUESTION THREE (20 MARKS)

- a) Explain the application of scientific management theory in secondary schools in Kenya (10 marks)
- b) With the use of relevant examples, explain how you would use the Maslow's Needs Hierarchy theory to motivate workers in a secondary school. (10 marks)

QUESTION FOUR (20 MARKS)

Explain the role of the following in management of school resources:

- a) The head-teacher (5 marks)
- b) Parents Teachers Association (5 marks)
- c) Ministry of Education (5 marks)
- d) Board of Management (5 marks)

QUESTION FIVE (20 MARKS)

- a) As a head teacher of a secondary school, explain any five measures you would put in place to sustain job satisfaction. (10 marks)
- b) By the use of relevant examples, identify the contributions of Max weber in the management of Kenyan Secondary schools today (10 marks)