



MACHAKOS UNIVERSITY

University Examinations 2018/2019

SCHOOL OF EDUCATION

DEPARTMENT OF EDUCATIONAL MANAGEMENT AND CURRICULUM STUDIES

FOURTH YEAR SPECIAL/ SUPPLEMENTARY EXAMINATION FOR
BACHELOR OF EDUCATION

EMP 401: EDUCATIONAL ADMINISTRATION

DATE: 25/9/2019

TIME: 2.00-4.00 PM

INSTRUCTIONS

Answer question ONE and any other TWO questions

QUESTION ONE

- a) By the use of relevant examples, describe the budgetary process in Kenyan secondary schools
(10 marks)
- b) Explain the functions of educational management (5 marks)
- c) By the use of relevant examples from a secondary school, explain how Taylor's five principles of scientific management can be applied in management (10 marks)
- d) Outline any five principles of management as advocated by Henry Fayol (5 marks)

QUESTION TWO

- a) Distinguish between motivation and job satisfaction (2 marks)
- b) By the use of relevant examples, explain how a school manager can apply the Maslow's hierarchy of needs theory to motivate teaching staff (10 marks)
- c) Explain the assumptions that Theory X and Theory Y Principals have about their teaching staff (8 marks)

QUESTION THREE

- a) Outline **six** reasons why the study of leadership is important to a teacher trainee (6 marks)
- b) Identify and explain the situational variables that influence successful leadership according to Fiedler (1970) (8 marks)
- c) By the use of relevant examples from a secondary school management point of view, explain any three types of power (6 marks)

QUESTION FOUR

- a) Explain the role of communication in educational management (4 Marks)
- b) Explain the importance of grapevine in educational management (6 Marks)
- c) By the use of relevant examples, discuss the barriers that hinder effective oral communication in a school (10 marks)

QUESTION FIVE

- a) By the use of relevant examples from secondary schools, explain the impact of the social media on educational management (10 Marks)
- b) By the use of relevant examples, explain the impact of drug abuse in the management of secondary schools in Kenya (10 marks)