



MACHAKOS UNIVERSITY

University Examinations 2019/2020 Academic Year

SCHOOL OF EDUCATION

DEPARTMENT OF EDUCATIONAL MANAGEMENT AND CURRICULUM STUDIES

FOURTH YEARSEMESTER EXAMINATION FOR

BACHELOR OF EDUCATION

EMP 401:.....

DATE:

TIME:

INSTRUCTIONS

Answer Question ONE and any other TWO questions

QUESTION ONE (20 MARKS)

- a) Distinguish the following terms as they are applied in educational administration
 - i. Educational Administration and Educational management (2 marks)
 - ii. Organizational Efficiency and Organizational Effectiveness (2 marks)
 - iii. Accounting and auditing (2 marks)
- b) Explain any four functions of educational management (8 marks)
- c) Explain the contributions of the following individuals to the educational management
 - i. Henry Fayol (3 marks)
 - ii. Fredrick Taylor (3 marks)
 - iii. Max Weber (3 marks)
- d) 'A school qualifies to be called an organization'. Validate the statement (5 marks)
- e) Explain how the following records can be used in students' management
 - i. Class attendance register (1 mark)
 - ii. Offence book (1 mark)

QUESTION TWO (20 MARKS)

- a) By the use of relevant examples, explain measures you would put in place in your school to motivate workers in applying the following theories of motivation
 - i. Herzberg's Two – Factor Theory (5 marks)
 - ii. Expectancy Theory (5 marks)
- b) By the use of relevant examples, explain factors that may contribute to job satisfaction among employees of educational institutions (10 marks)

QUESTION THREE (20 MARKS)

- a) Distinguish between power and authority (4 marks)
- b) With the use of relevant examples, explain the possible benefits of a transformational leader to an institution (8 marks)
- c) By the use of relevant examples explain FOUR factors that may influence interpersonal communication in a school set up. (8 marks)

QUESTION FOUR (20 MARKS)

- a) Explain three important aspects covered in preparation of the school budget (6 marks)
- b) Describe the various books of account used to facilitate financial accounting in the school (6 marks)
- c) Explain the role of the Teachers' Service Commission (TSC) in school management (8 marks)

QUESTION FIVE (20 MARKS)

- a) Define the term policy (2 marks)
- b) Explain four functions of a policy in relation to education administration (8 marks)
- c) Describe how Globalization has affected Educational Management (10 marks)