



MACHAKOS UNIVERSITY

University Examinations 2018/2019

SCHOOL OF EDUCATION

DEPARTMENT OF EDUCATIONAL MANAGEMENT AND CURRICULUM STUDIES

FOURTH YEAR SPECIAL/ SUPPLEMENTARY EXAMINATION FOR

BACHELOR OF SCIENCE (AGRICULTURAL EDUCATION AND EXTENSION)

BACHELOR OF EDUCATION (SPECIAL NEED EDUCATION)

BACHELOR OF EDUCATION (SCIENCE)

BACHELOR OF EDUCATION (ARTS)

EMP 400: EDUCATION ADMINISTRATION

DATE: 23/7/2019

TIME: 2.00-4.00 PM

INSTRUCTIONS

Answer question ONE and any other TWO questions

QUESTION ONE (30 MARKS)

- a) Explain how the following management theories have contributed to the practice of educational management in Kenyan secondary schools today
 - i. Administrative management (10 marks)
 - ii. Scientific management (5 marks)
 - iii. Bureaucratic management (5 marks)
- b) Describe any FIVE characteristics exhibited by leaders according to Ralph Stogdill (1948) (5 marks)
- c) Why is a budget important in a school? (5 marks)

QUESTION TWO (20 MARKS)

- a)
 - i With examples explain some of the uses of communication in a school (3 marks)
 - ii Highlight some disadvantages of telephone conversation for official communication in a school (3 marks)
- b) Describe some four types of non-verbal communication processes (8 marks)
- c) With examples highlight factors that may influence interpersonal communication in a school situation (4 marks)
- d) Highlight any TWO ways that intrapersonal perceptions may act as a barrier to Effective communication (2 marks)

QUESTION THREE (20 MARKS)

- a) Describe FOUR roles that the following office holders play in a school
 - i. The Deputy Principal (4 marks)
 - ii. Senior Master (4 marks)
- b)
 - i Janis (1972) identified FOUR symptoms of groups. Name two of them (2 marks)
 - ii Describe the FIVE sub-stages of the problem recognition stage (10 marks)

QUESTION FOUR (20 MARKS)

Describe any TEN principles of management as identified by Henry Fayol (1841 – 1925) and apply them to the field of education (20 marks)

QUESTION FIVE (20 MARKS)

- a) By the use of relevant examples, identify the two types of motivation (4 marks)
- b) With relevant examples, highlight SIX reasons why motivation is a necessary component of good management (6 marks)
- c) Explain Herzberg's two factor theory in relation in motivating teachers in Kenya (10 marks)