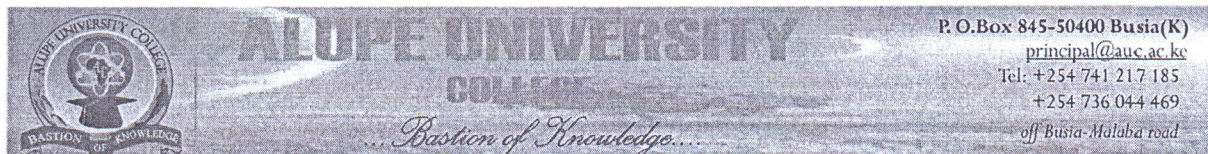


EMP 411



OFFICE OF THE DEPUTY PRINCIPAL  
ACADEMICS, RESEARCH AND STUDENT AFFAIRS

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# UNIVERSITY EXAMINATIONS

## 2020/2021 ACADEMIC YEAR

FOURTH YEAR FIRST SEMESTER REGULAR MAIN  
EXAMINATION

**FOR THE DEGREE OF BACHELOR OF  
EDUCATION**

**COURSE CODE: EMP411**

**COURSE TITLE: EDUCATIONAL ADMINISTRATION AND  
MANAGEMENT**

**DATE: 15<sup>TH</sup>MARCH 2021**

**TIME: 2:00 P.M. – 5:00 P.M.**

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### INSTRUCTION TO CANDIDATES

- SEE INSIDE

**THIS PAPER CONSISTS OF 3 PRINTED PAGES**

**PLEASE TURN OVER**

**EMP 411: EDUCATIONAL ADMINISTRATION AND MANAGEMENT**

**STREAM: BED**

**DURATION: 3 Hours**

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**INSTRUCTIONS TO CANDIDATES**

- i. *Answer Question ONE and any other TWO questions.*
- ii. *Do not write on the question paper.*

**Question One**

- a) Give a comprehensive definition of management. (2 Marks)
- b) Outline SIX problems in educational management. (6 Marks)
- c) Describe THREE ways through which local government has been responsible for educational administration in Kenya since colonial period.(3 Marks)
- d) Show the difference between power and authority.(2 Marks)
- e) Using relevant examples, describe the following terms as used in school leadership.  
(3 Marks)
  - i) A leader
  - ii) A manager
  - ii) An administrator
- f) Examine FOUR leadership styles that are likely to be witnessed in a secondary school setting.(8 Marks)
- g) With the aid of relevant examples, describe TWO types of communication based on flow of direction. (4 Marks)

**Question Two**

- a) Discuss FIVE principles of Scientific Management according to Fredrick Taylor (1856-1917).(10 Marks)
  
- b) Citing appropriate examples, analyze the relevance of Marx Weber's theory of social and economic organizations to a school situation. (10 Marks)

**Question Three**

- a) Assess FIVE steps or elements in the process of communication. (10 Marks)
- b) Discuss FIVE roles communication in school management. (10 Marks)

**Question Four**

- a) AS a principal of a school, discuss FIVE types of decisions a school principal is likely to make. (10 Marks)
- b) Analyze FIVE stages involved in decision making. (10 Marks)

**Question Five**

- c) Giving relevant school examples, describe five forces that are likely to initiate change in a school. (10 Marks)
- b) As an educator, explain FIVE possible sources of resistance to change in a school. (10 Marks)

END

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