

EMP 411



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COLLEGE
Bastion of Knowledge...

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OFFICE OF THE DEPUTY PRINCIPAL
ACADEMICS, RESEARCH AND STUDENTS' AFFAIRS

UNIVERSITY EXAMINATIONS

2018 /2019 ACADEMIC YEAR

FOURTH YEAR FIRST SEMESTER REGULAR EXAMINATION

**FOR THE DEGREE OF BACHELOR OF
EDUCATION**

COURSE CODE: EMP 411
**COURSE TITLE: EDUCATIONAL ADMINISTRATION
AND MANAGEMENT**

DATE: 14TH DECEMBER, 2018

TIME: 2.00 PM – 5.00 PM

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

INSTRUCTIONS TO CANDIDATES

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

Question One

- a) a) Give any **TWO** comprehensive definitions of educational administration. (4 Marks)
- b) Identify the phases through which the science of administration and management has evolved to the present day. (3 Marks)
- c) Identify **FIVE** principles of scientific management advocated by Fredrick Taylor in his Scientific (Classical) Management Movement. (5 Marks)
- d) Describe any three types of educational change. (9 Marks)
- e) Identify any **FOUR** types of financial records likely to be kept by a public school's accounting officer. (4 Marks)
- f) Mention any **FIVE** areas of interest to the quality assurance and standards office in any school setting. (5 Marks)

Question Two

- a) Explain the recommendations of the Ominde commission report of 1964 on the management and administration of education in Kenya. (6Marks)
- b) Describe SEVEN roles of a school principal in school management. (14 Marks)



Question Three

- a) Discuss any **FIVE** types of decisions a school manager is likely to encounter in the course his or her duties of school management. (10 Marks)
- b) Describe the stages of a typical decision making process in a school setting. (10 Marks)

Question Four

- a) Highlight **FIVE** roles of communication in Educational Management. (10 Marks)
- b) Explain any **FIVE** barriers to effective communication in a learning institution. (10 Marks)

Question Five

- b) Describe any **FOUR** leadership styles that school principals may apply in school management today. (8 Marks)
- b) Explain **SIX** ways in which leadership can influence the achievement of school goals. (12 Marks)
