

EMP 411



OFFICE OF THE DEPUTY PRINCIPAL
ACADEMICS, RESEARCH AND STUDENT AFFAIRS

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: 15TH MARCH 2021

TIME: 2:00 P.M. – 5:00 P.M.

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) 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
