



**JARAMOGI OGINGA ODINGA UNIVERSITY OF SCIENCE AND TECHNOLOGY  
SCHOOL OF AGRICULTURAL AND FOOD SCIENCES  
UNIVERSITY EXAMINATION FOR DEGREE OF BACHELOR OF SCIENCE  
AGRICULTURAL EXTENSION EDUCATION  
FOURTH YEAR FIRST SEMESTER 2017/2018 ACADEMIC YEAR**

**REGULAR**

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**COURSE CODE: PAC 3411**

**COURSE TITLE: EDUCATION ADMINISTRATION AND MANAGEMENT**

**EXAM VENUE: LAB 18**

**STREAM: BSc (Agricultural Extension  
Education)**

**DATE: 18/12/17**

**EXAM SESSION: 2.00 – 4.00PM**

**TIME: 2.00 HOURS**

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**Instructions:**

- 1. Answer ALL question in Section A (compulsory) and ANY other TWO questions in Section B.**
- 2. Candidates are advised not to write on the question paper.**
- 3. Candidates must hand in their answer booklets to the invigilator while in the examination room.**

## SECTION A (COMPULSARY) 30 MARKS

### QUESTION 1

- a) Explain the following terms.
  - i. Administration (2 marks)
  - ii. Management (2 marks)
  - iii. Leadership (2 marks)
- b) Briefly explain the role of the head teacher in school plant management. (10 marks)
- c) The acronym "POSDCORB" constitutes minor processes in educational administration .Discuss. (16 marks).

## SECTION B (40 MARKS)

ANSWER ANY TWO QUESTIONS FROM THIS SECTION

### QUESTION TWO

Discuss the contribution of Fredrick Taylor to Educational Administration (20 marks)

### QUESTION THREE

- a) Differentiate between "budgeting "and "auditing" (4 marks)
- b) State the purpose of auditing in Financial Management (4 marks)
- c) Outline the sections of secondary school budget (12 marks)

### QUESTION FOUR

- (a) Explain the level at which KNUT operates as a professional body. (10 marks)
- (b) Outline five factors which cause indiscipline at school (10 marks)

### QUESTION 5

- a) State five duties of the Board of Management (BOM) (10 marks)
- b) Identify five limitations of Parents, Teachers Association (P.T.A) (10 marks)