



**JARAMOGI OGINGA ODINGA UNIVERSITY OF SCIENCE AND TECHNOLOGY**  
**SCHOOL OF EDUCATION**  
**UNIVERSITY EXAMINATION FOR THE DEGREE OF BACHELOR OF EDUCATION**  
**ARTS**  
**4<sup>TH</sup> YEAR 1ST SEMESTER 2018/2019 ACADEMIC YEAR**  
**INSTITUTION BASED PART TIME (KISHII CAMPUS)**

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**COURSE CODE: EMA 3411**

**COURSE TITLE: EDUCATIONAL ADMINISTRATION AND MANAGEMENT**

**EXAM VENUE: STREAM: (BED ARTS )**

**DATE:**

**TIME: 2 HOURS**

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**Instructions:**

- 1. Answer Question ONE (COMPULSORY) and ANY other 2 questions**
- 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.**

1. Explain the following terms;
  - i) Management (2mks)
  - ii) Administration (2mks)
  - iii) Educational Administration(2mks)
  - b) Discuss the four major processes of administration (8mks)
  - c) Explain the sources of school funds (10mks)
  - d) Highlight the financial function of a school principal/Headteacher (6mks)
2. Discuss the functions and achievement of the Kenya National Union of Teachers (20mks)
3.
  - a) Explain the elements of a typical school budget (6mks)
  - b) Describe the purpose of a budget in an educational institution (14mks)
4.
  - a) Explain the term auditing (2mks)
  - b) Describe the various types of auditing (8mks)
  - c) State the auditing procedures (4mks)
  - d) Discuss the purpose of auditing (6mks)
5. Critically Comment on any Eight (8) Fayol's principles of management (20mks)