



JARAMOGI ODINGA OGINGA UNIVERSITY OF SCIENCE AND TECHNOLOGY

SCHOOL OF EDUCATION, HUMANITIES AND SOCIAL SCIENCES

DEPARTMENT OF CURRICULUM AND EDUCATIONAL MANAGEMENT

**UNIVERSITY EXAMINATION FOR THE DEGREE OF BACHELOR OF EDUCATION
ARTS/SCIENCE/SNE/ECED/ & AGRICULTURAL EXTENTION IN EDUCATION
WITH IT**

4TH YEAR, 1ST SEMESTER, 2020/2021 ACADEMIC YEAR

**MAIN CAMPUS - SCHOOL OF EDUCATION, HUMANITIES AND SOCIAL
SCIENCES/SIAYA CAMPUS - SCHOOL OF AGRICULTURAL AND FOOD
SCIENCES, REGULAR STUDENTS**

SPECIAL EXAMINATION/RE-SIT

COURSE CODE: EMA 411/PAC 3421

COURSE TITLE: EDUCATIONAL ADMINISTRATION & MANAGEMENT

DATE: NOVEMBER, 2020 STREAM: BED. ARTS/SCIENCE/SNE/ECED/AGEED

TIME: 2 HOURS EXAM SESSION: NOVEMBER, 2020

INSTRUCTIONS:

1 Answer question ONE (COMPULSORY) and ANY other TWO questions.

2 Candidates are advised NOT to write on the question paper.

3 Candidate must hand in their answer booklets to the invigilator while in the examination room.

QUESTION ONE (COMPULSORY). Question 1 A) and B) comprise of Multiple choice questions answer each question by choosing the most appropriate answers from A,B,C and D

A). Define the following terms:

(i) Education (1 mark)

A. Education is the process of facilitating learning, or the acquisition of skills, values, beliefs, and habits.

B. Education is the process of facilitating learning, or the acquisition of knowledge, skills, values, and habits.

C. Education is the process of facilitating learning, or the acquisition of knowledge, values, beliefs, and habits.

D. Education is the process of facilitating learning, or the acquisition of knowledge, skills, values, beliefs, and habits (1 mark).

(ii) Educational Administration (1 mark)

A. Educational administration is a process of acquiring and allocating resources for the achievement of educational goals

B. Educational administration is a process of acquiring and allocating resources for the achievement of predetermined educational goals

C. Educational administration is a process of acquiring and allocating resources for the predetermined educational goals

D. Educational administration is acquiring and allocating resources for the achievement of predetermined educational goals (1 mark).

B). The following groups consist of the five basic functions of educational management. Which one DOES NOT? (1 mark)

A. Planning, Organization, Direction, Coordination, and Controlling

B. Planning, Organization, Directing, Coordination, and Controlling

C. Planning, Organization, Directing, Coordinator, and Controlling

D. Planning, Organization, Directing, Coordination, and controlling (1 mark)

C). The following is a list showing the importance of motivation as an approach to administration and management. Indicate **TRUE (T) or FALSE (F)** appropriately (8 marks)

I). Motivation is partly an integral part of the process of direction.

II). Motivation helps individuals to be forecast so as to achieve the set objectives.

III). A good motivation system, releases the immense untapped reservoirs of physical and mental capabilities or capacities.

IV). Motivation seldomly plays a crucial role in determining the level of performance

V). It is not necessary that by satisfying human needs motivation helps increase productivity.

VI). Effective motivation does not necessarily helps to overcome resistance to change and negative attitude on the part of employees and students

VII). Effective motivation creates job satisfaction which results in cordial relations between the employer and employees

VIII). Motivation helps to solve the central problem of management the effective use of human resources (8 marks)

D). Explain the following fields of Educational management (3 marks)

(i) Human resource

(ii) Learning resources

(iii) Facility and finance resources (6 marks).

E). Compare Educational Administration and Educational Management under the following thematic areas: (a).Meaning; (b) Authority and (c) Area of operation (6 marks)

F). Explain the relevance of Taylor's four principles of Scientific Management Theory to the school management (4 marks)

G). You have been posted to a newly established Sub-County Mixed Day Secondary school as a new Principal. Explain how you can obtain funds to help you run the school smoothly (4 marks)

H). You have received a new school account's clerk/bursar in your school. explain the principles of book keeping you will determine from him/her (3 marks)

QUESTION TWO

(a) Define Bank Reconciliation (1 mark)

(b). You have been posted to a school as a new Principal. Discuss issues pertaining to Bank Reconciliation procedures you should familiarize yourself with (10 marks)

(c). Discuss at least three (3) bank re-conciliatory problems you may encounter as a new Principal of a secondary school (9 marks).

QUESTION THREE

A). The following statements defines Bureaucracy. Indicate TRUE (T) or FALSE (F) as appropriate (4 marks)

(i). Max Weber defined bureaucracy as an administration system that is adapted to the needs of a small and complex organization.

(ii). Bureaucracy sometimes sets norms and enforce the rules, rights, and terms of service.

(iii). Bureaucracy emphasizes that in an organization, rules, regulations, and leaders must be obeyed if the organization must function effectively.

(iv). The focus of this theory is on the individual in an organization.
and not on the role or position

a) Discuss the **FOUR (4)** characteristics of a bureaucratic organization as advanced by Max Weber (1905) (16 marks)

QUESTION FOUR

a) Write TRUE (T) or FALSE (F) for the following definitions of systems approach theory (4 marks)

- (i). System approach Theory considers the organization as a dynamic and inter-related set of parts.
 - (ii). System approach Theory considers the impact of distant future on organizational activities.
 - (iii). System approach integrates synthesizes knowledge of different fields of study
 - (iv). System approach enables organizations to frame policies that promote business objectives and social objectives.
- b) Discuss the merits and demerits of Systems Approach Theory (7 marks)
- c) You have been posted to a new school as the principal. Discuss how you can use Douglas McGregor's Theory X and Y to improve performance in the school (7 marks)

QUESTION FIVE

- (a). The following statements differentiate between Ledger Inventories and Petty Cash. Write **TRUE (T)** or **FALSE (F)** appropriately (5 marks)
- (i). A Ledger inventory is a document or computer record that tracks inventory (T/F)
 - (ii). The total of all transactions listed in ledger inventory book should match the total for the corresponding account in the general ledger (T/F)
 - (iii). An inventory ledger can be considered a subsidiary ledger of the general ledger irrespective of the type of usage (T/F)
 - (iv). Petty cash or a petty cash fund is a large amount of money available for paying small expenses without writing a Cheque (T/F)
 - (v). The petty cash is controlled through the use of a petty cash voucher for all payments made (T/F)
- (b). The following statements differentiate Purchase Return Journal and Cash Receipts Journal. Which one is **TRUE (T)** or **FALSE (F)** (5 marks)
- (i). Purchase Return Journal is a special journal used for recording credit purchase (T/F)
 - (ii). Cash Receipts Journal is a special journal used for recording all types of cash receipts (T/F)
 - (iii). In modern age, the introduction of cash receipts journal is in practice in medium size

business organizations only (T/F)

(iv) Cash book fails to provide information regarding various cash receipts and cash flow (T/F)

(v) Cash received from various sources other than cash sales and account receivables are not recorded in other accounts column (T/F)

C). Discuss **FOUR (4)** different types of Ledger Inventories

(10 marks)