



**JARAMOGI OGINGA ONDINGA UNIVERSITY OF SCIENCE AND TECHNOLOGY**

**SCHOOL OF EDUCATION**

**UNIVERSITY EXAMINATION FOR DEGREE OF BACHELOR OF EDUCATION**

**ARTS**

**(EDUCATION ART WITH IT)**

**4<sup>th</sup> YEAR 1<sup>ST</sup> SEMESTER 2018/2019 ACADEMIC YEAR**

**KISII CAMPUS –FULL TIME**

COURSE CODE: EMA 411

COURSE TITLE: EDUCATIONAL ADMINISTRATION AND MANAGEMENT

EXAM VENUE: LR

STREAM: .....

DATE: .....

EXAM SESSION: .....

TIME: .....

**Instructions**

1. Answer question **1(compulsory)** and **ANY** other **2** questions.
2. Do not write on the question paper.
3. Candidates must hand in their answer booklets to the invigilator while in the examination room.

### Question 1

- a) Explain the term educational administration 3mks
- b) Discuss the application of education administration and management in schools 8mks
- c) Critically comment on the sources of funding for schools in Kenya 8mks
- d) Explain five ways in which the school boards of management ensures that school funds are appropriately utilized 6mks
- e) Explain why school receipt books should be kept in a safe custody 6mks

### Question 2

- a) Define bureaucracy 2mks
- b) Critique Marx Webers' principle of scientific management movement. 18mks

### Question 3

- a) Define the term budget 2mks
- b) Briefly describe the purpose of a budget in an educational organization 12mks
- c) Explain why maintenance of a book account is important to a school manager 6mks

### Question 4

- a) Discuss the impact of parents association on secondary school management in Kenya 4mks
- b) Explain the importance of selecting and acquiring the right instructional materials to promote learning in schools. 16mks

### Question 5

Discuss the significances of the Kenya National Union of Teachers (KNUT) highlighting its relevance and emerging related issues 20mks