



JARAMOGI ODINGA OGINGA UNIVERSITY OF SCIENCE AND TECHNOLOGY

SCHOOL OF EDUCATION

**UNIVERSITY EXAMINATION FOR THE DEGREE OF BACHELOR OF EDUCATION
ARTS WITH IT**

4TH YEAR, 1ST SEMESTER, 2017/2018 ACADEMIC YEAR

MAIN CAMPUS, REGULAR: DEC-2017

COURSE CODE: EMA 411

COURSE TITLE: EDUCATIONAL ADMINISTRATION AND MANAGEMENT

DATE

STREAM: BED (Arts/ Scs/ SNE)

TIME: 2HOURS

EXAM SESSION: December, 2017

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.

SECTION A: Compulsory

Question 1

- (a) What is Management? (3 marks)
- (a) Explain any five reasons for studying management? (5 marks)
- (c) Critically appraise the scientific theory of management (10 marks)
- (d) Explain any six differences between leadership and Management (12 marks)

SECTION B: Answer any 2 questions

Question Two

Discuss the role of Board of Management in the day to day running of secondary schools in Kenya (20marks)

Question Three

- a) Discuss the requirements for registration of a school in Kenya (10marks)
- b) Discuss the procedure for selection and acquisition of instructional materials and equipment for schools in Kenya (10marks)

Question 4

Critically Appraise the Contingency theory of management in relation to Kenyan secondary school management. (20 marks)

Question 5

Discuss the importance of budgeting to the financial management of secondary school in Kenya. (20 marks)