

CHUKA



UNIVERSITY

UNIVERSITY EXAMINATIONS

CHUKA AND EMBU CAMPUSES

**EXAMINATION FOR THE AWARD OF DEGREE OF BACHELOR OF EDUCATION
(ARTS AND SCIENCE)**

EAPE 411/417: EDUCATIONAL ADMINISTRATION AND MANAGEMENT

STREAMS: BED (ARTS & SCIENCE) SB

TIME: 2 HOURS

DAY/DATE: TUESDAY 04/12/2018

8.30 A.M. – 10.30 A.M.

INSTRUCTIONS:

- **Answer question one (compulsory) and three others from the given remaining questions.**
- **Do not write on the question paper.**

1. Explain the terms below as they relate to educational planning.

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| (a) Educare | (2 marks) |
| (b) Educatum | (2 marks) |
| (c) Education | (2 marks) |
| (d) Educational administration | (2 marks) |
| (e) Management | (2 marks) |
| (f) As a professional teacher, what is the rationale for studying educational management? | (6 marks) |
| (g) What do you understand by the term theory? | (2 marks) |
| (h) How is theory important to leaders in educational institutions? | (2 marks) |

- (i) Highlight the contributions of Frederick Taylor's work to educational management. (5 marks)
2. Based on Henri Fayol concepts of leadership, discuss the five broad categories in which management could be divided. (15 marks)
3. Explain the salient features of a bureaucratic organization. (15 marks)
4. The principal/Head teacher is believed to be instructional leader in learning institutions. Discuss the functions of a school principal from that perspective. (15 marks)
5. (a) What is budgeting? (3 marks)
- (b) Highlight reasons for budgeting in educational institutions. (12 marks)
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