

**CHUKA**



**UNIVERSITY**

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**UNIVERSITY EXAMINATIONS  
EMBU CAMPUS**

**EXAMINATION FOR THE AWARD OF DEGREE OF BACHELOR OF EDUCATION  
(ECDE)**

**EAPE 417: EDUCATION ADMINISTRATION AND MANAGEMENT**

**STREAM: BED ECDE Y4S1**

**TIME: 2 HOURS**

**DAY/DATE: FRIDAY 10/08/2018**

**8.30 A.M – 10.30 A.M**

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**INSTRUCTION:**

- **Answer question one and any other two questions.**
- **Do not write on this paper**

1. (a) Explain the meaning of the following basic concepts in education administration and management.

(i) Organization [2marks]

(ii) Education [2marks]

(iii) Administration [2marks]

(iv) Education administration [2marks]

(v) Management [2marks]

(vi) Education management [2marks]

(b) Outline four reasons why ECDE instructors should study education management.

[4marks]

(c) Describe any four barriers to general communication in a learning institution.

[4marks]

(d) Discuss four features of effective communication as noted by Femerson and Goddand (1993).

[8marks]

(e) Differentiate between horizontal communication and upward communication.

[2

marks]

2. (a) Explain four importance of theory in regard to educational administration in ECDE.

[4marks]

(b) Analyze four principles of each of the following education administration theories.

(i) Scientific management theory. [4marks]

(ii) Beaucratic theory [4marks]

(c) Discuss four fundamental propositions of the human relations movement. [8marks]

3. (a) Explain the meaning of the following concepts.

(i) Leadership [2marks]

(ii) Authority [2marks]

(iii) Power [2marks]

(b) Describe the following types of leadership in ECDE.

(i) Formal leadership [2marks]

(ii) Symbolic leadership [2marks]

(iii) Functional leadership [2marks]

(c) Discuss four types of authority commonly exercised by ECDE managers.

[8marks]

4. (a) Analyze the following types of power.

(i) Legitimate power [2marks]

(ii) Coercive power [2marks]

(iii) Referent power [2marks]

(b) Outline two characteristics for each of the following styles of leadership

(i) Autocratic leader [2marks]

(ii) Democratic leader [2marks]

(iii) Laissez fair leader [2marks]

(c) Discuss four principles of administration in relation to ECDE. [8marks]

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