

CHUKA



UNIVERSITY

**UNIVERSITY EXAMINATIONS
EXAMINATION FOR THE AWARD OF DEGREE OF MASTER OF EDUCATION
IN EDUCATIONAL MANAGEMENT**

EAPE 814: SCHOOL BUSINESS ADMINISTRATION

STREAMS: MED (SB)

TIME:3 HOURS

DAY/DATE: TUESDAY 17/12/2024

11.30 A.M. –2.30 P.M.

INSTRUCTIONS

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

QUESTION ONE:

- a) Discuss FIVE ways in which a school principal can apply Johari's window model of communication to solve barriers of effective communication in educational institutions
(10Marks)
- b) Planning is one function of administration. Explain FIVE purposes of planning in educational institutions. (10Marks)
- c) Explain FIVE strategies managers/principals may use to control indiscipline cases in Secondary schools. (10Marks)

QUESTION TWO:

- a) Discuss FIVE rationales of teaching financial management to secondary school administrators? (5Marks)

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- b) Discuss FIVE characteristics of fees register as one of the books of account in educational organizations. (10Marks)

QUESTION THREE:

Explain FIVE aspects why financial accounting is important in educational institutions (15Marks)

QUESTION FOUR:

- a) State FIVE disadvantages of long-term borrowing to newly established day secondary schools. (5Marks)
- b) Discuss FIVE reasons why an internal Audit is necessary in educational institutions (10Marks)
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