

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

**SCHOOL OF EDUCATION**

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

**3RD YEAR 1ST SEMESTER 2015/2016 ACADEMIC YEAR**

**REGULAR**

**UGUNJA LEARNING CENTRE**

COURSE CODE: EMA 3411

COURSE TITLE: EDUCATIONAL ADMINISTRATION AND MANAGEMENT

EXAM VENUE: STREAM:

**DATE: EXAM SESSION:**

**TIME: 2 HOURS**

Instructions:

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

QUESTION ONE

A) Describe administration management ( 4 marks)

B) Describe scientific management ( 4marks)

C) Describe legal basis of education in Kenya (8marks)

D) Discuss how instructional materials and equipment are managed in a school set-up. ( 8marks)

E) State principles of book-keeping (6marks)

QUESTION TWO

1. Discuss roles of Boards and Committee in a school set up. (10marks)
2. Describe the importance of administration and management ( 10marks)

QUESTION THREE

A) Discuss the criteria of selecting and acquiring in structional materials and equipment in a school (10 marks)

B) Describe sources of funds in a school (10marks)

QUESTION FOUR

1. Describe types of records needed for financial management in a school.(10 marks)
2. As a head of a school, you have been asked to give a good financial report to school stakeholders. Discuss concerned areas.(10mrks)

QUESTION FIVE

Discuss any TWO theories of administration and management and their implications (20marks)