



# **GRETSA UNIVERSITY – THIKA**

## **UNIVERSITY EXAMINATIONS MAY - AUGUST 2023 SEMESTER**

### **BACHELOR OF EDUCATION (ARTS)**

**COURSE CODE: BEAM 300**

**COURSE UNIT: EDUCATION ADMINISTRATION AND  
MANAGEMENT**

**DATE: 1 AUGUST 2023**

**TIME: 3:00 PM – 6:00 PM**

#### **INSTRUCTIONS TO CANDIDATES**

1. SECTION A IS **COMPULSORY**.
2. SECTION B: ANSWER ANY OTHER **THREE** QUESTIONS.
3. **DO NOT** WRITE ANYTHING ON THIS QUESTION PAPER AS IT WILL BE AN EXAM IRREGULARITY.
4. ALL ROUGH WORK SHOULD BE AT THE BACK OF YOUR ANSWER BOOKLET AND CROSSED OUT.

**CAUTION:** *All exam rooms are under CCTV surveillance during the examination period.*

## **SECTION A: COMPULSORY**

### **Question One**

- a) In order to achieve the goals of any organization the manager must possess certain skills. Explain. **[10 Marks]**
- b) The Board of Management plays an important part in the management of schools. Discuss the main functions of the Board of Management. **[10 Marks]**
- c) Secondary school education is important for the holistic growth of an individual. Discuss objectives of secondary school education. **[10 Marks]**
- d) Differentiate between management and administration. **[10 Marks]**

## **SECTION B: ANSWER ANY THREE QUESTIONS**

### **Question Two**

You have been posted as a principal to a new school in your home county. Explain how you would use Abraham Maslow hierarchy of needs to motivate your employees them. **[20 Marks]**

### **Question three**

- a) Using Max Weber's model of management to discuss how school managers would use Max Weber's principles in decision making in running a learning institutions. **[10 Marks]**
- b) Gullick and Urwick (1935) came up with the Gullick Taxonomy that had a major impact on the administration process. Discuss the different components of administration according to the two. **[10 Marks]**

### **Question Four**

- a) As a manager of any institution of learning communication is a key element in the smooth running and management of the organization. Explain some of the barriers that could hinder communication. **[10 Marks]**
- b) You have been posted to a school as the principal/head teacher. What functions are you expected to perform. **[10 Marks]**

### **Question Five**

- a) Budgeting is one of the key functions of administration. Discuss. **[10 Marks]**
- b) Proper management of resources can appropriately be done if there is a consistent flow of income. Discuss any sources of school financing. **[10 Marks]**