



THE CATHOLIC UNIVERSITY OF EASTERN AFRICA
A. M. E. C. E. A

P.O. Box 62157
00200 Nairobi - Kenya
Telephone: 891601-6
Fax: 254-20-891084
e-mail:academics@cuea.edu

GABA CAMPUS - ELDORET
MAIN EXAMINATION
MAY- AUGUST 2022 TRIMESTER
FACULTY OF EDUCATION
DEPARTMENT OF UNDERGRADUATE STUDIES IN EDUCATION
ED 404: EDUCATIONAL ADMINISTRATION

Date: July 2022

Duration: 3 Hours

Instructions: Answer Question **ONE** and any other **THREE** Questions

QUESTION ONE

- a) Define educational management. **(2 Marks)**
- b) List two reasons why school administrators need to study educational management, administration and leadership. **(2 Marks)**
- c) Explain the difference between administration and leadership. **(4 Marks)**
- d) Using relevant examples, describe two functions of management. **(5 Marks)**
- e) You have been appointed a school principal in your country. Discuss the applicability of three Total Quality Management (TQM) techniques in the management of a school. **(6 Marks)**
- f) Discuss three ways a teacher would effectively reduce barriers to effective communication in a classroom situation. **(6 Marks)**

QUESTION TWO

“Depending on the circumstances and nature of the problem, an autocratic style can be as good as democratic style of decision making” Examine three reasons to justify your agreement or disagreement with this statement. **(15 Marks)**

QUESTION THREE

You have been appointed as a Head of Department in your school. Demonstrate how you could apply the three categories of evaluation to improve the academic performance of the students. **(15 Marks)**

QUESTION FOUR

Explain three ways of using political tactics to influence a decision in a staff meeting. **(15 Marks)**

QUESTION FIVE

Discuss three ways of using political tactics to influence a decision in a staff meeting. **(15 Marks)**

END