



# 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

**MAIN EXAMINATION**

**JANUARY – APRIL 2018 TRIMESTER**

**FACULTY OF EDUCATION**

**DEPARTMENT OF POSTGRADUATE STUDIES IN EDUCATION**

**ONLINE PROGRAMME**

**PGTHE 500: EDUCATIONAL ADMINISTRATION AND PLANNING**

**Date: APRIL 2018**

**Duration: 3 Hours**

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

- Q1. a) Briefly explain the following concepts with relevant examples:
- i) Educational Administration **(5 marks)**
  - ii) Educational planning **(5 marks)**
  - iii) Scientific management or Taylorism **(5 marks)**
- b) Imagine yourself a school administrator; demonstrate how you would apply Fayol's Five Elements of Management in the place of work **(10 marks)**
- Q2. Explain why empowerment of employees in schools is becoming very crucial to school administrators. **(15 marks)**
- Q3. Keeping in mind the importance of communication in the school set up, analyze FIVE barriers to classroom communication and how to overcome them **(15 marks)**
- Q4. Examine THREE categories of evaluation and their influence to the school administration and planning. **(15 marks)**
- Q5. With examples, explain five basic requirements for maintaining school discipline **(15 marks)**
- Q6. As a manager of Kamukunji Secondary School, one of your roles is to manage physical facilities. Describe four areas that relate to physical facilities and their effectiveness to school learning environment **(15 marks)**