



**MASENO UNIVERSITY**  
**UNIVERSITY EXAMINATIONS 2015/2016**

**FOURTH YEAR SECOND SEMESTER EXAMINATIONS FOR  
THE DEGREE OF BACHELOR OF EDUCATION WITH  
INFORMATION TECHNOLOGY**

**CITY CAMPUS-SCHOOL BASED**

**EMA 411: EDUCATIONAL ADMINISTRATION**

Date: 29<sup>th</sup> June, 2016

Time: 8.00 - 10.00 am

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**INSTRUCTIONS:**

- Answer ANY THREE questions.



**EMA 411- EDUCATIONAL ADMINISTRATION**

**DATE .....**      **TIME .....**

**INSTRUCTIONS: ANSWER ANY THREE QUESTIONS**

1. Discuss any three leadership styles commonly used in the management of educational institutions in Kenya. **(23.3mks)**
  
  2. a) Define the term “school budget” **(3.3mks)**  
b) State and explain importance of effective budgeting process in financial management of school in Kenya. **(20mks)**
  
  3. “Communication is an important administrative tool in schools”. Discuss. **(23.3mks)**
  
  4. a) Briefly discuss three major characteristics identified in decision making process. **(10 mks)**  
  
b) Discuss any two models of individual decision making **(13.3 mks)**
  
  5. Discuss at least FIVE supervisory activities within the framework of administrative processes **(23.3 mks)**
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