

UNIVERSITY OF CAPE COAST

COLLEGE OF EDUCATION STUDIES

SCHOOL OF EDUCATIONAL DEVELOPMENT AND OUTREACH

INSTITUTE OF EDUCATION

FOUR-YEAR BACHELOR OF EDUCATION (B.ED.)

Third YEAR END-OF-SECOND SEMESTER EXAMINATION, AUGUST, 2021

Course code: EBS 349.

Title: School management and administration.

1.a. Differentiate between management and administrative function. 4marks

b. Examine four (4) functions of management. 16marks

2.a. Define Theory. 4marks

b. Outline four (4) functions of Theory. 16marks

3. a. State and explain five (5) cause of Indiscipline in school. 10marks

b. Discuss five (5) qualities of a good leader. 10marks

4. Explain five (5) steps in decision-making process. 20Marks

5.a. Differentiate between open and close climate. 4marks

b. Discuss four (4) factors that influence climate of an organization. 16marks

6.a. Briefly explain five (5) sources of leaders power. 10marks

b. Highlight five (5) characteristics of Transformational leadership. 10marks

7.a. What is meant by Delegation in organization? 4marks

b. Highlight four (4) reasons of delegation in management. 16marks

8.a. outline five (5) functions of school-community relations. 10marks

b. Discuss five (5) ways of promoting effective school-community relations. 10marks

End of paper.

Good Luck

Received by:

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Sir Manual (writer and Eiditor)