

Ed. Admin & Mgmt

5/6

SC

MOUNT KENYA UNIVERSITY

Dept. of Ed. Management & Curriculum Studies

Coordinator – Njagi Karue

BEM 4109 – Education Administration and Management

Course Outline

Credit Hrs – 3 Hrs

Prerequisites – None

Purpose

To Familiarize Students of Education with Fundamentals of Education

Administration and Management

Expected Learning Outcomes

By the end of the course the learners should be able to:

- (i) Describe and examine theories of Education Administration and their application.
- (ii) Explain factors that promote and inhibit the processes of Education Administration.
- (iii) Identify and examine processes of Education Administration and management which enhance positive results in our school and the developing world.
- (iv) Demonstrate skills of leadership and basic book keeping and ability to handle finances/reconciliation and banking.

Course Content

A. A General Overview

Definition : Education Management/Education Administration

: Differences between Education Administration and Education Management

: Importance of Studying Education Management and Administration

B. Understanding the concept "theory" and its application to Administration and Management.

Theories of Administration

- (i) Bureaucracy Management theory Max Weber
- (ii) Scientific Management Theory – Fredrick Taylor

- (iii) Administration Management Theory – H. Fayol
- (iv) Application of Theories to Education Management and Administration.

C. Leadership and Leadership Styles

- (i) Types of Leadership Styles
 - Democratic, Aristocracy, Dictatorship, Laizez faire etc
- (ii) Qualities of effective leadership &
- (iii) Theories of leadership. Trait theory, Contingent theory etc
- (iv) Transformation Leadership and Transitional Leadership &
- (v) Relevance of leadership theories to Education Administration and Management

D. Administrative tasks and processes

E. Communication

- (i) Types of Communication
- (ii) Process of Communication SMCR process
- (iii) Barriers to effective Communication

F. Motivation

- (i) Theories of Motivation
- (ii) Relevance to Education Administration and Management

G. Power and Authority

- (i) Differences/relationships of Power & Authority
- (ii) Types of Power/Authority
- (iii) Application to Education Administration and Management

H. Structure of the Ministry of Education

- (i) The Role of Head teacher
- (ii) Education management Boards/Sponsors
- (iii) School finances/their Administration &

I. Contemporary and emerging issues on education/legal issues in education

- (i) The role of teacher in the modern society

Teaching and Learning Methodologies

Lecturers, Tutorials, Group Discussion, Instructional Materials and Equipment, Textbooks, Projectors Catalogues Computers Laboratory Course Assessment, Cats (30%) Exams (70%)
Total 100%

Recommended Text Books

- (i) RK. Raghuram (2009); Education Administration Crescent Publishing Corporation.
- (ii) Bennar G.N. Otiende JE and Boisvet R (1994) Theory and Practice of Education; Nairobi – East Africa Educational Publications.
- (iii) Mbili M. David (1992) Foundation of School Administration, Oxford University Press Nairobi.