MOUNT KENYA UNIVERSITY
Dept. of Ed. Management & Curriculum Studies
Coordinator – Njagi Karue

REM 4109 – Education Administration and Management

Course Outline
Credit Hrs – 3 Hrs
Prerequisites – None

Purpose
To Familiarize Students of Education with Fundamentals of Education

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 bookkeeping 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, Laizce fair 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

II. 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, Cts (30%) Exams (70%) Total 100%
Recommended Text Books

(i) RK Raghuram (2009); Education Administration Crescent Publishing Corporation.
