

Registration Number 2020-04-10345 Venue NLTHC Date: 27th January 2023

DAR ES SALAAM UNIVERSITY COLLEGE OF EDUCATION
EA 300: MANAGEMENT OF EDUCATION AND SCHOOL ADMINISTRATION-

TEST II

Duration: 40 minutes

1. Choose the correct alternative and write its letter against the number in the space provided (2.5, marks@ 0.5).
- i. Considering school as an open and social system, what are the four basic components as illustrated in the systems theory model?
- A. Input, transformation, transaction, and environment;
B. Input, transformation feedback, and output;
C. Input, transformation, output, and feedback;
D. Input, transaction, feedback, and environment.
- ii. What are the four contingency theories pointed out during the running of this course?
- A. Fiedler's contingency. Planning, situational, and decision-making;
B. Fiedler's contingency organising, situational, and decision-making;
C. Fiedler's contingency. communicating, situational, and decision-making;
D. Fiedler's contingency. Path-goal, situational, and decision-making.
- iii. Which theory of management fits in with the paternalistic style of management?
- A. Human relations theory;
B. Scientific management;
C. Situational theory;
D. Fiedler's theory.
- iv. Where does the feedback loop arrow starts and ends in the open systems model?
- A. Output to Environment;
B. Output to Input;
C. Input to output;
D. Output to Conversion.
- v. Preparation of budget, translation of funds into programs, managing the budget, accounting, and business procedures are done at which operational task area?
- A. Pupil personnel;
B. Program of instruction;
C. Finance;
D. Physical management.

i	ii	iii	iv	v
C	C	A	C	C

2. Write TRUE or FALSE for the following statements (2.5 marks, @0.5)

- i. When authority is exercise the responsibility is automatically being generated
- ii. Management and leadership are inevitable for any organised institution
- iii. Theory is an abstract which can be right or wrong and cannot be subjected to criticism
- iv. Classical theory of management holds strongly that, there is no best way to organise
- v. During communication the sender decodes the codes as the receiver encodes the codes

i	ii	iii	iv	v
FALSE	TRUE	FALSE	FALSE	FALSE

3. Match list A with list B by choosing the correct letter from list B that correspond to phrase from list A. Answers must be written in the Box provided (5 marks, @ 0.5)

List A	List B
i. A process of choosing a course of action from among alternatives to achieve a desired goal.	A. Budgeting
ii. Based on devotion to an extraordinary individual who is leader by virtue of personal trust or exemplary qualities.	B. Charismatic authority
iii. Refers to an estimation of revenue and expenses over a specified period of time	C. Coordinating
iv. Type of decisions which are of routine and repetitive in nature	D. Corrective feedback
v. The chain of supervisors from the ultimate authority to the lowest	E. Decision Making
vi. Regular activities distributed in a fixed way as official duties.	F. Division of labour
vii. A response to the message received.	G. Equilibrium
viii. Reduces uncertainty and risk	H. Equilibrium
ix. The mechanisms that keep the constant flow of energy.	I. Feedback
x. Price of service rendered should be fair to both employers and employees.	J. Financing
	K. Homeostasis
	L. Non-programmed decisions
	M. Organising
	N. Planning
	O. Programmed decisions
	P. Remuneration of personnel
	Q. Scalar Chain

i	ii	iii	iv	v	vi	vii	viii	ix	x
E	B	A	L	Q	J	I	F	G	P

4. Carefully read the following questions then write the answer in the space provided

i. Mention four major roles of the school administrative personnel (2 marks, @ 0.5 marks)

- To exercise the responsibilities within school administration
- To coordinate the employees in school administration
- To ensure equal participation in school activities
- To ensure achievement of school objectives and goals.

ii. Outline six steps to follow in effective decision making (3 marks @ 0.5 marks)

- Identify the problem
- Analyse the problem
- Analyse the alternatives
- Develop the alternatives
- Choose and select the best alternative
- Implementation and follow-up