

MASTER OF EDUCATION IN EDUCATIONAL ADMINISTRATION AND MANAGEMENT

1.0 INTRODUCTION

There has been a rising demand for postgraduate studies in Educational Administration. It is therefore important to meet this demand for teachers with advanced knowledge in Educational Administration by providing relevant programme. The programme is also designed for persons who want to undertake or upgrade their teacher education and training.

2.0 PROGRAMME OBJECTIVES

The objectives of the programme are as follows;

- a) To prepare persons who can effectively teach in various educational institutions.
- b) To prepare education professionals to undertake leadership positions in the field of education.

3.0 ADMISSIONS REQUIREMENT

A student for the Masters Degree in the Educational Administration must;-

- (i) Be a holder of at least an upper second class honours degree in Education from a recognized institution of higher learning or its equivalent. OR4.2
- (ii) Be a holder of at least a first degree (upper second class) from a recognized University, plus either a diploma in Education or its equivalent from a recognized educational institution or its equivalent.
- (iii) Be a holder of lower 2nd class honours degree in Education with at least 3 years of teaching experience in the education field.

4.0 CREDITS TRANSFER

A candidate may be exempted from some course units and credit(s) transferred from institutions recognized by the Senate, subject to the following conditions:

- a) Must have passed in similar course units at Master's level. Request for exemption should be made in writing to the Director, Board of Postgraduate Studies through the Dean of the respective school and must be accompanied by officially endorsed supporting documents.
- b) Candidates may be allowed to transfer up to one third (1/3) of the total number of course units.
- c) Application for transfer will be processed only after payment of the prescribed fees.

5.0 COURSE STRUCTURE AND DURATION

- a) The Masters' course shall normally take two years covering 4 semesters offered by unit method.
- b) Courses shall be offered in units. A course unit is defined as that part of a semester subject described by coherent syllabus and taught normally over a period of a semester. It is designated as a total of 42 hours of study in a semester. For this purpose, one 1-hour lecture is equivalent 2-hours tutorial or 3-hours practical or any combination as may be approved by the Board of the School.
- c) Part-time students shall be allowed to take not less than 50% of the courses prescribed for the year.
- d) All course units will be taught for a total of 42 contact hours, including examinations except project work which will take 480 hours of practical work and project writing.

6.0 BASIC REQUIREMENTS

All core courses are compulsory; however, students can take additional electives courses up to a maximum of the six units.

7.0 EXAMINATIONS REGULATIONS

University College Examinations rules and regulation shall apply.

8.0 COURSE DISTRIBUTION

Course Number	Course Title	Credit hours
EMA 856	Current Issues in Educational Development in Kenya	3(C)
EMA 821	Research Methodology I	3(C)
EMA 833	Theories and concepts in Educational Administration	3(C)
		18
EMA 834	Human Resource Management	3(C)
	Any one Elective Course	3(C)

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ELECTIVES

EMA 859	Gender Issues in Education	3(E)
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2ND SEMESTER 1ST YEAR

EMA 852	Financing of Education	3(C)
EMA 840	Research Methodology II	3(C)
EMA 835	Administration of Educational Programmes	3(C)
EMA 836	Education Policy Formation & Administration	3(C)
EMA 837	Change and Management of Change in Education	3(C)
	Organization	
	Any one Elective Course	

ELECTIVES

EMA 861	Higher Education Administration	3(E)
EMA 862	Education and Environment	3(E)

REQUIRED COURSES

EMA 857	Guidance and Counseling	3(R)
EMA 858	Statistical Package for Social Sciences (SPSS) and its implication in Education	3(R)
EMA 860	Legal Issues in Education	3(R)

1ST SEMESTER 2ND YEAR

EMA 854	Research III Fieldwork	3(C)
	- Research Proposal Completed and registered	

2ND SEMESTER – 2ND YEAR

EMA 854	Research III Field Work	3(C)
	- Data Collection	
	- Thesis writing	
	- Defense of the thesis	

9.0 COURSE DESCRIPTIONS

EMA 856: CURRENT ISSUES IN EDUCATION DEVELOPMENT IN KENYA (3 UNITS)

The structure and organization of Educational organization; leadership in Education Administration; Educational Personnel Policies and their implementation; Methodologies of Educational Planning; Demand and Supply of Education; Population Studies for Educational Planning; Cost-Benefit Analysis in Education; Human capital in Economics of Education; Innovations in Curriculum Development; Implementation of Educational Innovations; Programme strategies in Curriculum improvements; Accountability in Education.

EMA 852: FINANCING OF EDUCATION (3 UNITS)

Allocation of funds to Education as a portion of GNP; assessment of sufficiency of allocation to education; issues in financing education for socio-economic growth; student financing methods; trends in developing of current budgeting; Cost sharing policy, expenditure and control of Educational Finances; sources of school finances; financial Management.

EMA 821: RESEARCH METHODOLOGY 1 THEORETICAL ASPECTS (3 UNITS)

Different kinds of research designs and methodology – Historical; Descriptive; experimental; qualitative; limitations and strengths of each method for the field of education; referencing, writing up research reports; methods of data collection; methods of data analysis; sampling methods, different instruments of data collection; validity and reliability.

EMA 833: THEORIES AND CONCEPTS IN EDUCATIONAL ADMINISTRATION (3 UNITS)

The courses will provide an overview of major theories and concepts that dominate the field of educational administration. Definitions, nature, types, uses an application of administrative theories; Communication and decision making process; line and staff organization; Power and authority; organizational structure and theory; Rationalism; humanism and behaviourism; leadership; group dynamics motivations; public relations.

EMA 834: HUMAN RESOURCE MANAGEMENT (3 UNITS)

Human resource development, recruitment, selection and placement of personnel; induction of personnel; performance appraisal; legal and labour aspects of personnel; legal and labour aspects of Personnel Management, roles, of Board of Governors; Parents and Teachers Association; of stakeholders.

EMA 835: ADMINISTRATION OF EDUCATIONAL PROGRAMMES (3 UNITS)

Resource acquisition and allocation; instructional workload analysis; forecasting and planning; student enrolment; student wastage rates; programme evaluation and management of instructional information system; institutional plant.

EMA 836: EDUCATIONAL POLICY FORMULATION AND ADMINISTRATION (3 UNITS)

Policy making and political behavior in Educational Institutions suggestion and articulation of interests in educational policy making process; the role of school committees; Boards of Governors; District Education Boards; and District Development Committees in Educational Policy making; techniques in formulating educational policies in Kenya Commission; task force, working parties and sessional papers; assessment of recent and current educational policy initiatives Parents and Teachers Association.

EMA 837: MANAGEMENT OF CHANGE IN EDUCATION (3 UNITS)

Meaning and definition of change; rationales of educational change; resistance to educational change; strategies for planning and implementing educational change; monitoring educational change; evaluating the success and/or failure in educational change; recent and current educational changes; 8-4-4 system, the district focus for rural development environmental education; population education; family life education; computer education. Special attention will be given to the role of educational administrators in the change process and to methods for improving the process of change in Kenya's educational institutions total quality management.

EMA 840: RESEARCH METHODOLOGY II PRACTICAL ASPECT (3 UNITS)

Choosing a study topic; description and discussion of the stages of a thesis proposal and the thesis; referencing and footnoting in a thesis proposal and a thesis research; methods applicable in Educational Administration; procedures and instruments; data processing and statistical methods of data analysis; quantitative and research; inferential, statistics; descriptive statistics.

EMA 854: (a) FIELD WORK RESEARCH (3 UNITS)

Identification of the topic; writing a proposal; registration of the proposal data collection
Thesis Writing.

EMA 857: GUIDANCE AND COUNSELING (REQUIRED)

Definition of counseling/guidance; counseling goals; approaches to counseling ethics in counseling; counseling skills; nature and range of counseling; counseling process; counseling interview; group counseling; role of the counseling; training student counselors; relationship between the counselor and the counselee; theories of counseling.

EMA 858: STATISTICAL PACKAGE FOR SOCIAL SCIENCES (SPSS) AND ITS IMPLICATION IN EDUCATION

The use of word process in education; use of the computer to keep records admission cases, school accounts, confidential reports, students' marks and grades; the use of E Mail by administrators to Computing and analyzing research data; how to run SPSS on a PC; the Management of the user interface as provided by the computer system; steps to data analysis; how to input into the data editor; how to select a procedure from the menus to create tables, calculate statistics or charts; how to select the variables to be used in the analysis; how to run the procedure and look at the results.

EMA 859: GENDER ISSUES IN EDUCATION

Notions of masculinity and femininity; gender roles at home and at school; gender and performance; gender and school drop-out rates; gender and social groupings; gender stereotypes and subject and career choices; gender and attitudes among school children; gender and social economic change; gender and administrative positions.

EMA 860: LEGAL ISSUES IN EDUCATION (REQUIRED)

Legal documents in education; policy papers and related legal notices; Corporal Punishment; destruction of school property by students especially during strikes; insubordination cases; misappropriation of

school money; marriages among students and teachers; sexual relationship involving teachers and students; rights of teachers and students; associations; unions; Education Act.

EMA 861: HIGHER EDUCATION ADMINISTRATION

Parameters for higher education administration: Duties of the Chief Executive; functions of faculties; functions of departments; organization of support sections; Government role in higher education; financial management and research government policy.

EMA 862: EDUCATION AND ENVIRONMENT

Diversity in the ecosystem; aesthetic appreciation of the environment; human population; development and natural resources; environmental education programmes for schools; environmental conservation and management; protection and improvement of school environment. Learner risks children in marginalized areas; cultural values in education (marriage, circumcision) famine stricken areas; clashes;

EDF 210: PHILOSOPHY OF EDUCATION

An introduction to philosophy as a discipline of knowledge; the origin, purpose and development of educational philosophy of education as a distinct discipline of knowledge; The concept of education; The content of education; Education and knowledge, education and values; The method of education; The creative and social dimensions of education; The concept of teaching and learning; The teaching of social education and ethics.

EDF 211: HISTORY OF EDUCATION

It is a brief study of the development of educational systems, thought and practices throughout history. It deals with the role of history of education in teacher training; education in classical times among the ancient Egyptian; Greek; Roman; Indian, Chinese, Hebrew and Arabic societies. Education during the Middle Ages deals with the rise of universities; the Renaissance, Reformation and Counter-reformation movements; the emergence of states in the 17th and 18th centuries and its influence upon the development of education, modern movement in the 19th and 20th centuries with historical study of the ideas of selected educational thinkers; the theory and practice of African Indigenous education; education in Africa between 1920-1960; the establishment of Western education in Kenya between 1896-1963 and the development of education in Kenya 1963-2005.

EDF 410: SOCIOLOGY & COMPARATIVE EDUCATION OF EDUCATION

Origins and Evolution of sociology and sociology of Education; Sociology as a discipline of knowledge, its branches and methods of study, the relationship between sociology and other Social Sciences; sociological theories and their relevance to Education: Education and the Socialization process; Education and Culture; Social stratification and Education: Education opportunity and in Equality; Education and Politics; Education and Gender development; Education and development; Education deviance and transformation; Sociological research in Education Settings. This course is divided into three distinct parts. The first part deals with Comparative Education as a discipline encompassing the definition; purpose; significance; historical development and methodological approaches used. The second part covers the comparative study of systems of education in Britain; France; Israel; South Africa; Cameroon and East African countries. The third section deals with contemporary issues in education such as urbanization, higher education; technical education; teacher education; special education; science education; inspection and supervisory practices; multilingualism; dependence and interdependence in education.

PAC 410: ENVIRONMENTAL EDUCATION

The Earth: Its environment, ecosystems, human factor and the National Balance; Environmental crisis; Definition, extent, roots and causes; Development and Progress of Environmental Education; Definition, history, objectives and measures; Instruction in Environmental Education; Method and techniques of teaching & evaluation in the secondary school curriculum; Development and Environment: modernization & development; effect of waste gases on atmosphere and climate, pollution, effect of intensive use of resources; Global effects in control of Environmental problems; Kenya's stressed environment and its management; Role of Schools in managing environment.

PAC 411: EDUCATIONAL ADMINISTRATION THEORIES AND INSTITUTIONAL OPERATIONS

Introduction to Educational Administration; Educational Administration in Kenya (historical perspective); Legal basis of Educational Administration in Kenya; Administration Theories and their relevance Education; planning; vision, mission and objectives; strategic planning; schools and organizations; student discipline; Ministry of Education Science and Technology structure class control: Leadership trait, style, contingency, theories; power; Authority; Teaching as a profession; managing instruction; Management of change; Office Management; Decision making Techniques.

PAC 412: PLANNING AND ECONOMICS OF EDUCATION

Educational Planning; concept of planning, A study of the Development and Rational of Educational Planning. Historical Background; The process/stages of educational planning; Different Approaches/Methodologies to planning and their limitations; Demographic Aspects in educational planning; measuring access; efficiency and equity; Problems and challenges of Educational Planning in Kenya and other countries. An introduction of economic concepts and their relevance to education: leading economic issues of basic concern and their relevance to education in Kenya; Education and Socio-Economic Development: Education and Employment; Efficiency and Equity in Education; The Economics of Non Formal and Recurrent Education; Special Education and Vocational Rehabilitation of the Disabled; Resources for Education.

EDF 510: PHILOSOPHY OF EDUCATION

Environmental Education perspectives. The earth – its environmental system and resources. Environmental management, Demography and the environment; Human settlements. Society, culture and environmental awareness. Technology and environment. Development and environment. Legal aspects of environment. Chemicals and environment. The teaching of environmental Education in the 8.4.4. Education system.

EDF 511: HISTORY OF EDUCATION

Development of education throughout history; Education in classical times; Education during the middle ages; The emergence of states in the 17th and 18th centuries and its influence upon the development of education; Education in the 19th and 20th centuries with historical study of the ideas of selected important educational thinkers; History of education in Kenya; patterns, problems and developments from the pre-colonial times to the present.

EMA 513: ENVIRONMENTAL EDUCATION

Environmental Education perspectives. The earth – its environmental systems and resources. Environmental management, Demography and the environment; Human settlements. Society, culture and environmental awareness. Technology and environment. Development and environment. Legal aspects of environment. Chemical and environment. The teaching of environmental Education in the 8.4.4. education system

EMA 514: PLANNING & ECONOMICS OF EDUCATION

Educational planning; History and rationale of Educational planning; Social and psychological factors in educational planning; General problems of educational planning in and outside Kenya; Methodologies of educational planning. Planning for changes in the educational system; Administrative factors and educational planning; Economics of education; Leading economic issues of basic concern and their relevance to Kenya; Principles of economics of education and planning: micro-economics of education, Macro-economics of education and socio-economic development.

EDF 512: SOCIOLOGY OR COMPARATIVE EDUCATION

Sociology of Education: sociology as a discipline of knowledge, its branches and methods of study, the relationship between sociology and other social sciences; sociological theories and their relevance to education; sociology of education as a distinct discipline of knowledge; The origin, purpose and development of sociology of education; the major sociological issue in education; the family and the school as socializing agents; the church, the government and the economy, education and the transmission of culture, social structure and social stratification; Their relevance to education and manpower development; Education and social mobility; The selection and training of teachers as professionals.

Comparative Education: the purpose, history, method and development of comparative education as a discipline of knowledge; Studies of major contrasting educational systems such as United States of America, U.S.S.R., Britain, France, China, Japan, India and some selected African countries in relation to education in East.