



UNIVERSITY OF EDUCATION, WINNEBA
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COURSE TITLE	TRENDS IN EDUCATION AND SCHOOL MANAGEMENT IN GHANA
COURSE CODE	EDC 242
DURATION	2HRS
NAME OF LECTURERS	REV. FR. DR. FRANCIS K. SAM/RAPHAEL DZAPKPASU & DR. PHILIP OTI-AGYEN
INSTRUCTIONS	ANSWER ALL QUESTIONS ON THE QUESTION PAPER

SCHOOL MANAGEMENT IN GHANA

1. Which one of the following is described as the Father of Scientific Management?
 - a) Follett, Mary Parker
 - b) Fayol, Henri
 - c) Taylor, Frederick Winslow
 - d) Weber, Max
2. Which one of the following proposed that conflict do not have to be negative but should be used as a means of dialogue by both parties in a dispute?
 - a) Follett, Mary Parker
 - b) Fayol, Henri
 - c) Taylor, Frederick Winslow
 - d) Weber, Max
3. Which of the following refers to the three means proposed by Etzioni for ensuring compliance by subordinates?
 - a) Referent, Coercive, Remunerative,
 - b) Coercive, Remunerative, Normative
 - c) Referent, Coercive, Remunerative
 - d) Remunerative, Legitimate, Normative
4. What is the acronym for the management functions generated by Urwick and Gulick (1937)
 - a) PODSCORB
 - b) POSDCoRD
 - c) POSDCoRB
 - d) Posdcord

5. Resources that the educational institution might need and use, such as staff morale, services, patents, copyrights, aptly applies to which one of the following concepts?
- a) Fixed Assets
 - b) Intangible Assets
 - c) Tangible Assets
 - d) Valuables Assets
6. The possession of control, authority or influence over others that enables a person to carry out their wishes or beliefs in spite of the possible disapproval of others is referred to as
- a) Authority
 - b) Demagogue
 - c) Management
 - d) Power
7. Which one of the following refers to the maintenance situation where the manager or organisation defaults on resource maintenance?
- a) Maintenance degeneration
 - b) Maintenance Gap
 - c) Maintenance Loitering
 - d) Maintenance Negligence
8. Leaders who are selected by teachers, as members to manage their interest in corporate institutions such as a schools are referred to as
- a) Concerned Leaders
 - b) Formal Leaders
 - c) Informal Leaders
 - d) Revolutionary Leaders
9. Which one of the following refers to the individual (s) who allocate (s) human and material resource to their subordinates?
- a) Authority
 - b) Managers
 - c) Service providers
 - d) Operative personnel
10. Which one of the following refers to the school store manager when he/she uses the standardized supply list to take decisions of requisitions already made.
- a) Resource Adaptation
 - b) Resource Allocation
 - c) Resource Constraints
 - d) Resource Dependency

11. The work-study techniques applying to the systematic investigation of work for efficiency at the work place, as an organisation was proposed by which one of the following theorists?
- a) Fayol Henri
 - b) Follett, Mary Parker
 - c) Taylor, Frederick Winslow
 - d) Weber, Max
12. The managerial practice where practitioners are allowed the total freedom to operate and use their operational discretion due to their professional experience and competence is referred to as leaders.
- a). Autocratic
 - b) Democratic
 - c) Laissez faire
 - d) Nomothetic
13. The listing that managers provide to administration to request for resources at the stores is referred to as
- a) Assessment of resources
 - b) Listing of resources
 - c) Needs assessment
 - d) Combining resource availability
14. Which one of the following theorists promoted the management principle that focused on bureaucratic organisations indicating that they are hierarchically structured and impersonal?
- a) Fayol Henri
 - b) Taylor, Frederick
 - c) Follett, Mary Parker
 - d) Weber, Max
15. The total means and support available to a company that can be drawn upon when needed to produce goods and services is referred to as
- A) Enterprise
 - B) Property
 - C) Equipment
 - D) Resources
16. Which one of the following proposed bureaucratic management principles for organisations?
- a) Fayol Henri
 - b) Taylor, Frederick
 - c) Follett, Mary Parker
 - d) Weber, Max

17. Which one of the following does the organogram, representing the organisation's officials refers to?

- A) Hierarchical Restructuring
- B) Incumbent Structures
- C) Organizational Structure
- D) Structural Designation

From items 18-23 identify the appropriate principle generated by Henri Fayol by selecting a suitable concept. Please place your choice by writing the alphabets A, B C, etc

A) A sense of Order and Purpose B) Division of labour C) Esprit de corps D)
Discipline of Personnel E) Establishment of authority F) Scalar hierarchy G)
Subordination of Individual Interest H) Unity of command I) Unity of Direction

18. The process whereby in organizations individuals concentrate on special skills and specialisation for the production process.....

19. The system in organizations where teaching and non-teaching staff are aware of their place and duties within the organization.

20. The situation where headmasters seek to promote team spirit that ensures harmony in school is referred to as

21. The management situation where the individual teacher or headmaster submerges his interest in favour of the schools' interest.

22. The right to give orders should be accompanied by responsibility

23. What is the school management approach where the head ensures that there is a plan for a cluster of activities having the same objectives?

24. The immoral situation in schools that results in conflict between the school and the community involving sexual encounters between a male teacher and a female minor is punishable by law referred to as

- A) Adultery
- B) Date rape
- C) Marital rape
- D) Statutory rape

25. Which one of the following represent the situation where Weber stated that subordinates obey their superiors due to their position or office:

- a) Rational-legal,
- b) Traditional authority
- c) Charismatic authority
- d) Expert authority

26. The situation in the maintenance of resources where the organisation stays with the plans for maintaining resources is referred to as

- a) Managing Resource
- b) Maintenance scheduling
- c) Maintenance Gap
- d) Sourcing maintenance

27. Kofi a teacher, meets his headmaster at the drinking spot and they exchange pleasantries while talking about the letter sent to them by the district education director. This communication is an example of a/an communication.
- A. Direct
 - B. Formal
 - C. Indirect
 - D. Informal
28. Akosua, a student of UEW-K, management department has reported one her lecturers to the college principal. Which type of communication has Akosua engaged in?
- A. Diagonal communication
 - B. Horizontal communication
 - C. Vertical downward communication
 - D. Vertical upward communication
29. A/an engages in the concept of influence.
- A. Authority
 - B. Communication
 - C. Leadership
 - D. Manager
30. The leader leads with prescribed rules and regulations.
- A. Autocratic
 - B. Bureaucratic
 - C. Charismatic
 - D. Democratic
31. To be able to influence people, you must possess qualities in power, authority and:
- A. communication skills
 - B. charisma
 - C. control
 - D. command
32. Which of the following is NOT considered to be a primary drive?
- A. Hunger
 - B. Sexual intimacy
 - C. Social approval
 - D. Thirst
33. Which is the correct order of needs according to Maslow's hierarchy?
- A. physiological, Safety, love, self- actualization, esteem
 - B. Physiological, safety, respect, belongingness, self- actualization
 - C. Physiological, safety, belongingness, esteem, self-actualization
 - D. physiological, Love, self- actualization, respect, safety

34. Which of the following is NOT a component of motivation?
- A. Physiological arousal
 - B. What people want to do
 - C. The goals they wish to pursue
 - D. How strongly they want to do it
35. Motivation that is due to factors within students or inherent to the task is called:
- A. Extrinsic motivation
 - B. Intrinsic motivation
 - C. Physiological motivation
 - D. Self-motivation
36. According to Maslow's hierarchy of needs, if a person's esteem needs have been satisfied, then it is safe to assume that all of the following needs have also been satisfied EXCEPT:
- A. Belonging
 - B. Knowing
 - C. Psychological
 - D. Safety
37. Apart from debates, memos, reports, and meetings, two (2) examples of vertical upward communication flow are:
- A. Notices and Open door
 - B. Personal Interaction and Notices
 - C. Open door and Suggestion Box
 - D. Suggestion Box and Notices
38. Horizontal communication is also referred to as
- A. Even level
 - B. Lateral
 - C. Left to right
 - D. Peer to peer
39. When the Vice Chancellor instructs lecturers of COLTEK to conduct an action research to solve an immediate problem and send the report to him directly, the line of communication is
- A. Grapevine
 - B. Short circuiting
 - C. Vertical downward
 - D. Vertical upward

40. In management, the relationship between the manager and operators is that of superior and
- A. followers
 - B. peer
 - C. subordinates
 - D. superordinate
41. Which is NOT a dimension in Maslow's Hierarchy of Needs?
- A. Ego
 - B. Esteem
 - C. Physiological
 - D. Safety
42. A manager can become more successful if he possesses the quality of
- A. followers
 - B. leadership
 - C. originality
 - D. influence.
43. The leader has a two-fold responsibility:
- A. effective
 - B. formal
 - C. charismatic
 - D. bureaucratic
44. The is a puller of people.
- A. Boss
 - B. Head
 - C. Leader
 - D. Manager
45. The Vice Chancellor of university of Education is the secretary to the Vice Chancellors-Ghana. He has written to the Vice Chancellor of University of Natural Resources to close down the university in line with the decision of the Ministry of Education's directive. Under which of the following will such a communication fall?
- A. Diagonal communication
 - B. Horizontal communication
 - C. Short circuiting
 - D. Vertical upward communication
46. Koo Hia, is the Headmaster of Kyekyewere Senior High School. He has asked the head of security of the school to man the school gate with great caution when he was exiting the school premises for his house. What medium of transmission was used to communicate by the headmaster?
- A. Gestures
 - B. Non-verbal
 - C. Oral
 - D. Written

47. Adwoa Bayo, the Assistant Headmaster of Ahinsan Basic School went to a live band to enjoy some music. In the course of enjoying her music and a bottle of Guinness she received a call from her Headmaster instructing her to transfer fifteen thousand Cedis ₦15,000.00 into his account. Adwoa sent fifty thousand Cedis ₦50,000.00 to the headmaster's account instead. When she was asked the following day she replied that was what she heard the headmaster instruct. Which of the following might have been the barrier to the communication the day she was at the live band?

- A. Poor listening
- B. Information overload
- C. Noise
- D. Human relation barriers.

48. Asenua is the secretary to the association of Ghanaian English teachers. During one of their meetings she eavesdropped on the conversation at the meeting and tells her colleague about what she heard. What type of communication has taken place between Asenua and her friend?

- A. Direct communication
- B. Formal communication
- C. Indirect communication
- D. Informal communication

49. What barrier are you creating when you ask your student who is very ill to sit at the back of the class and pay attention to your teaching?

- A. Emotional
- B. Intellectual
- C. Physical
- D. Psychological

50. Meeting all of Maslow's (1970) needs should result in which of the following?

- A. Locus on control
- B. Self-actualization
- C. Self-efficacy
- D. Transcendence

TRENDS IN EDUCATION

1. The indigenous Ghanaian educational system was based on communalistic principles. This means that such education focused on
 - a. Each one for himself/herself and Almighty God for us all
 - b. Practical activities were highly emphasized than mental drills
 - c. Making provision for the needs and concerns of all members within the society
 - d. Ensuring the spiritual and moral development of the younger generation

2. Agricultural activities and industrial works have been categorized under the functions of pre-literate Ghanaian educational system
- Political
 - Social
 - Religious
 - Economic
3. Which of the following methods of teaching was not highly stressed in traditional Ghanaian education?
- Cooperative learning
 - Observation
 - Imitation
 - Conversation
4. The cultivation of virtues such as honesty, endurance, chastity truthfulness in the youth by responsible adults before the introduction of Western formal education was aimed at refining the of the people
- Morality
 - Intellectuality
 - Creativity
 - Resourcefulness
5. Indigenous activities such as wrestling, walking, dancing and acrobatic displays catered for which of the following components of education?
- Physical
 - Intellectual
 - Spiritual
 - Vocational
6. The first formal educational institution in the Gold Coast was established in 1529 at.....
- Cape Coast
 - Axim
 - Accra
 - Elmina
7. Which category of people below benefited greatly from the castle schools established along the coast of modern Ghana?
- The sons and daughters of local preachers
 - The children of white fathers and local mothers
 - The slaves captured from the interior part of Ghana
 - The sons of wealthy traditional rulers

8. The Portuguese school at Elmina was visited by the four Catholic Augustinian Missionaries in
- 1572
 - 1752
 - 1471
 - 1741
9. Which of the following persons instructed the Portuguese to teach the youth at the Gold coast literacy, Christianity and Western civilization between 1529 and 1637?
- King Joseph II
 - King James I
 - King John III
 - King Frederick II
10. One major characteristic of the Dutch educational efforts at Elmina was
- Teaching of religious and moral education
 - Translating parts of the Bible into Fante
 - Training pupils to acquire literacy in Dutch
 - Granting of scholarship to pupils to study abroad
11. Van Goch provided financial assistance to enable to study at Leyden University in Holland?
- Philip Quaque,
 - Jacobus Capitein
 - Anthony Amo.
 - Christian Protten
12. Which of the following personalities was so instrumental in the establishment and progress of the castle school at the Christianborg castle, Osu?
- Thomas Thompson
 - Frederick Pederson
 - Major de Richelieu.
 - Governor Roger
13. Which three boys benefited from the scholarship packages offered by the Society for the Propagation of the Gospel (SPG) to study in Britain?
- Philip Quaque, Thomas Caboro, Jacobus capitein
 - Philip Quaque, Thomas Caboro, William Cudjoe
 - Philip Kwamena, Anthony Amo, William Cudjoe.
 - Thomas Caboro, William Cudjoe and Anthony Amo

14. Who was the School Master of the Cape Coast castle school by 1694?
- a. Joseph Smith
 - b. George Blankson
 - c. John Chiltman
 - d. Elias Yohannes
15. Which of the following institutions rescued the Cape Coast Castle School from total collapse by 1787?
- a. Torridonian Society of UK
 - b. Dutch West Indian Company
 - c. Association of African Merchants
 - d. Society for the Propagation of Gospel
16. Which of the following is regarded as one of the key benefits of the castle school system in modern Ghana?
- a. Wearing of school uniform
 - b. Writing of terminal examinations
 - c. Teaching of reading and writing
 - d. Institution of morning religious service
17. Technical and Vocational Education was not part of the Castle Schools' curriculum because.....
- a. Such education was not going to promote the commercial interests of the European merchants
 - b. Such education was not going to promote the conversion of the indigenes to Christianity
 - c. Such education was not going to promote the political interests of the European colonizers
 - d. Such education was not going to protect local agricultural and industrial activities.
18. In which year did the first Christian evangelists arrive in the Gold Coast?
- a. 1820
 - b. 1482
 - c. 1471
 - d. 1828
19. The first boy's school of the Basel mission in the country was established in?
- a. 1843
 - b. 1993
 - c. 1743
 - d. 1840

20. The Basel mission was particularly concerned with the promotion of
a. Religious education
b. Sports and games
c. Industrial education
d. Teacher education
21. Who translated the four gospels into Twi in 1859?
a. Rev. Johann Christaller
b. Missionary Andreas Riis
c. Major De Richelieu
d. Sir Charles McCarthy
22. The Basel missionaries initially concentrated on training of teachers primarily because?
a. There was shortage of teachers in the country
b. Students did not want the teaching profession
c. There was the need to produce local co-workers
d. Grant-in Aid was provided to the missionaries
23. What was the most significant effect of the Society for Promoting Bible Knowledge (SPBK) in 1831?
a. The establishment of Wesleyan Mission in the Gold Coast
b. The promotion of literary education in the Gold Coast
c. The Distribution of free Christian literature in the Gold Coast
d. The inculcation of religious and moral values in the youth
24. In the year 1880, two missionaries ----- and ----- arrived in Elmina to revive the educational and evangelistic efforts of the Catholic Mission.
a. Father Auguste Moreau and Father Eugene Murat.
b. Father Anthony Pellat and Father Auguste Comte
c. Father John Murat and James Morrow
d. Father Auguste Moreau and Father Andrews Parker
25. The educational system of the Gold Coast Seventh-day Adventist Church in the early 1920s was greatly focused on all the following with the exception of ...
a. Practical Agriculture
b. Literary instruction
c. Morals values
d. Political Science