

**AKENTEN APPIAH-MENKA UNIVERSITY OF SKILLS TRAINING AND ENTREPRENEURIAL DEVELOPMENT**

**FACULTY OF EDUCATION AND COMMUNICATION SCIENCES**

**DEPARTMENT OF INTERDISCIPLINARY STUDIES**

**REGULAR SECOND (2<sup>ND</sup>) SEMESTER EXAMINATIONS, AUGUST 2021**

PAPER CODE	EDC 242
PAPER TITLE	<b>TRENDS IN EDUCATION AND SCHOOL MANAGEMENT IN GHANA</b>
DURATION	TWO (2) HOURS
LECTURERS	REV. FR. DR. FRANCIS K. SAM, DR. PHILIP OTI-AGYEN & MR. DZAKPASU
INSTRUCTION	ANSWER ALL QUESTIONS ON THE ANSWER BOOKLET

CANDIDATE'S INDEX NUMBER.....

**SECTION A:**

**TRUE OR FALSE: In this section. Choose whether the statement is true or false.**

1. An example of an internal factor that can shape an employee's behaviour is culture  
A. True  
B. False
2. McClelland refers to those who belong to the nAch group as those who are responsible for others.  
A. True  
B. False
3. When one assumes a Godlike status or moves beyond human capabilities is the transcendence phase of Abraham Maslow's hierarchy of needs.  
A. True  
B. False
4. The head emphasizes performance appraisal to identify a key performance index.  
A. True  
B. False
5. According to Frederick Herzberg, a policy is a hygiene factor.  
A. True  
B. False

**SECTION B**

**Supply Type: In this section provide the appropriate response to the following items.**

6. Dixon (1993) emphasizes that communicating is synonymous with .....
7. The sense of weight is also called the ..... sense.
8. Anything that causes an organism to react is known as a .....
9. In the communication process, the source/sender is also known as the .....
10. In an official communication, the flow of communication between different units and different levels is known as .....communication.
11. Out of the four types of grapevine communication, the ..... chain is the most popular in organizations.
12. In the various definitions of leadership, the emphasis is on the capacity of an individual to ..... and dir group effort.
13. A manager is a boss, and pusher of people while a leader is a friend and a ..... of his followers.

**SECTION C: In this section, choose the correct response from the list of options provided.**

14. When managers ensure that operational objectives are consistent with corporate goals to achieve efficient and cost-effective output, this is referred to as .....
- A. Resource Adaptation
  - B. Resource Development
  - C. Resource Management
  - D. Resource Maintenance.
15. According to Weber, the authority situation in an organization where someone is appointed to a position to manage a family business is referred to as:
- A. Charismatic Authority
  - B. Formal Authority
  - C. Rational-Legal authority
  - D. Traditional authority
16. Fayol's principle that stresses that the desires or goals of individuals or groups in organizations should not supersede that of organizational goals is referred to as:
- A. Respect for authority
  - B. Subordination of individual interest
  - C. The need for unity of command
  - D. There should be Order
17. Which of the following is the management style which offers freedom of operation to subordinates due to maturity and professional experience?
- A. Autocratic
  - B. Democratic
  - C. Laissez-faire
  - D. Transactional
18. Which one of the following refers to Fayol's principle that managers should offer support to individuals or groups in the organization with fresh ideas instead of stifling them?
- A. Authority
  - B. Initiative
  - C. Order
  - D. Subordination of individual interest
19. Which one of the following refers to Fayol's principle that the organization should have a single plan of action to guide managers and employees?
- A. Authority
  - B. Initiative
  - C. Unity of command
  - D. Unity of direction
20. According to Weber, the legitimate institution where the position or office is considered in his conceptualizing organization: as:
- A. Rationality institutions
  - B. Bureaucratic institutions
  - C. Formal institutions
  - D. Charismatic institutions
21. Which one of the following refers to the two major effects of the Industrial Revolution in Europe and America?
- A. Mechanisation and Proficiency due to Mass production
  - B. Mass Production and Gradation due to mechanization
  - C. Mass production and efficiency due to Mechanization
  - D. Standardization and Productivity due to Mechanization

22. Which one of the following refers to the structure that indicates to whom each person in the hierarchy reports, and frequent diagrammed?
- Formal organisation
  - Informal organisation
  - Organisational power system
  - Organisational social structure
23. Which one of the following ACRONYMS represents the 7 management functions in organizations proposed by Urwich and Gulick?
- POSDCORD
  - POSDCoRB
  - PODSCoRB
  - POSDCORB
24. The process by which workers slow down the pace of work in organizations for whatever reasons are conceptualized by Taylor as which one of the following?
- Minding one's business
  - Rule of Thumb
  - Laissez-faire
  - Soldiering
25. Which one of the following management functions refers to monitoring and evaluating activities, and providing corrective mechanisms?
- Planning
  - Organizing
  - Controlling
  - Reporting
26. Which one of the following management functions refers to guiding, leading, instructing, and motivating personnel and workgroups to ensure that enterprise tasks are performed according to plans?
- Controlling
  - Directing
  - Planning
  - Reporting
27. The guidelines for behaviour stating what organizations will positively do or not do to employees and employers is known as:
- Instructions
  - Directional
  - Policy
  - Formulations
28. The management situation where the manager apportions and distributes resources to subordinates to complete tasks in organizations is referred to as.....
- Resource adaptation
  - Resource development
  - Resource management
  - Resource allocation
29. Which one of the following refers to the process when the manager relies on the resources from other organization to produce goods and services?
- Resource Allocation
  - Resource Adaptation
  - Resource Dependency
  - Resource Maintenance
30. Which one of the following indicates that human beings are the ultimate resource in organisations?
- The creation of awareness of time as a factor
  - The development of ideas and effort utilization
  - The skilful use of raw materials
  - The utilisation of material resource



### CONTINUOUS ASSESSMENT

31. The process of receiving, selecting, organizing, interpreting, and reacting to sensory stimuli or data is referred to as.....
- A. Encoding
  - B. Feedback
  - C. Perception
  - D. Message
32. When you avoid any form of threat in an educational institution, you are helping to eliminate ..... barrier to perception
- A. Intellectual
  - B. Organisational
  - C. Physical
  - D. Psychological
33. When you drill students in new words or technical terms before using them in your presentation, you are helping to eliminate ..... barriers to perception.
- A. Intellectual
  - B. Organisational
  - C. Physical
  - D. Psychological
34. Informal communication in organisations is also referred to as .....communication.
- A. Grapevine
  - B. Interpersonal
  - C. Official
  - D. Public
35. A/An ..... Leader is a person who enjoys organizational authority, and is accountable to those who appointed him to that office.
- A. Favourite
  - B. Formal
  - C. Informal
  - D. Relentless
36. What acts as an Aid to Authority?
- A. Leadership
  - B. Management
  - C. Motivation
  - D. Power
37. A distinguishing characteristic of a democratic management style is referred to as .....
- A. Commitment
  - B. Integrated style
  - C. Consensus Building
  - D. Transactional management
38. Which one of the following refers to the two key consideration in resource allocation:
- A. Needs assessment and policy formulation
  - B. Policy development and decision making
  - C. Needs assessment and decision making
  - D. Decision making and policy evaluation
39. The situation in Europe and America when manual labour was used instead machines to produce goods and services .....
- A. Industrial revolution
  - B. Mental revolution
  - C. Pre-industrial revolution
  - D. Post-industrial revolution

40. The total means available to organisations, that can be drawn when needed to produce goods and services is known as .....
- Materials
  - Resources
  - Systems
  - Tools
41. Which one of the following refers to the process when one organisation relies on the resources from other organizations to produce goods and services?
- Resource Allocation
  - Resource Adaptation
  - Resource Dependency
  - Resource Maintenance
42. The management situation where the organisation uses the manipulation of symbolic rewards and punishments to ensure commitment is referred to as .....
- Remunerative power
  - Normative power
  - Coercive power
  - Reformative power
43. Which one of the following refers to the process when the manager relies on the resources from other organization to produce goods and services?
- Resource Allocation
  - Resource Adaptation
  - Resource Dependency
  - Resource Maintenance
44. The metaphor utilized by Frederick W. Taylor to demonstrate his management principle during the post-industrial revolution referred to as .....
- Loafing
  - Man as machine
  - Rule of thumb
  - Scientific management
45. Which one of the following proposed human relations approaches to creating a conducive environment at the workplace?
- Fayol, Henri
  - Follett, Mary Parker
  - Weber, Max
  - Taylor, Frederick Winslow
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- TRENDS IN EDUCATION**
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46. Which of the following could be aptly considered under the vocational training of the people in traditional Ghanaian societies?
- Manufacturing of beads and wood carving
  - Engaging in acrobatic displays and wrestling
  - Recalling of family and dynastic histories
  - Character training and communal solidarity
47. Indigenous Ghanaian Education was greatly contingent on the principles of altruism. This means that .....
- Indigenous Ghanaian education highly stressed on respect for the Supreme Being
  - Indigenous Ghanaian education highly stressed on showing care for all members in the community
  - Indigenous Ghanaian education highly stressed on practical and physical activities
  - Indigenous Ghanaian education highly promoted social cohesiveness and unity
48. At which level in Traditional Islamic Education does the pupil/student become "Talib"?
- Infant Level
  - Elementary Level
  - Secondary Level
  - Tertiary Level

49. One salient characteristic of Traditional Islamic Education was.....
- A. Satisfaction was derived from the inspiration offered by the teacher
  - B. Participation of a pilgrimage to Mecca by the teacher
  - C. Higher academic qualifications and awards of the teacher
  - D. Huge popularity of the teacher among community members
50. Which European were the first to introduce Western formal education into modern Ghana?
- A. The British
  - B. The Danish
  - C. The Dutch
  - D. The Portuguese
51. Which of the following personalities first instructed that literacy and Christianity should be introduced in the Gold Coast?
- A. King John III
  - B. King George II
  - C. King Edward III
  - D. King James IV
52. The school established by the British at Cape Coast was under the leadership of John Chiltman in....
- A. 1694
  - B. 1766
  - C. 1895
  - D. 1901
53. The Torridzonian Society offered financial and logistical assistance to which of the following school in the Gold Coast?
- A. The Portuguese Castle School
  - B. The British Castle School
  - C. The Dutch Castle School
  - D. The Danes Castle School
54. The pioneer of vernacular literature in Ghana is also known as
- A. Philip Qaque
  - B. Major de Richelieu
  - C. Frederick Peterson
  - D. Jacobus Capitein
55. The greatness of Rev. Thomas Thompson in the development of education in Ghana lies in the fact that ....
- A. He introduced literacy and numeracy in Gold Coast
  - B. He provided the first school building in Gold Coast
  - C. He awarded scholarship to some students to study abroad
  - D. He translated some portion of the Bible into Fante
56. The Basel Mission concentrated on Technical/Vocational Education in the Gold Coast because it felt that....
- A. The local people were already into agricultural and artisanal activities
  - B. The local people had to be self-reliant and accept the fact that there is dignity in labour
  - C. The local people should be educated to understand that colonial rule was bound to crumble down
  - D. The local people were in an environment that was only suitable for such an education
57. By 1900, the Basel Mission had an enrolment of ..... in its schools in the Gold Coast.
- A. 3596
  - B. 4984
  - C. 5060
  - D. 2908



58. In what year did Rev, Johann G. Christaller translate the four Gospels into Twi?
- 1880
  - 1888
  - 1859
  - 1844
59. The first Teacher Training College in Ghana was established by the
- British Colonial Administration
  - Dutch Merchants' Association
  - Basel Missionary Enterprise
  - Catholic Educational Management
60. Why did Rev. W.H. Thackery establish the experimental farm at Dominase in 1841?
- To teach the natives the correct methods of planting
  - To encourage the natives to develop interest in agriculture
  - To produce abundant food for new converts into the church
  - To feed the European officials' resident in the country
61. The first secondary school in Ghana was established by the ..... in .....
- Catholic Mission, 1880
  - Basel Mission, 1848
  - Wesleyan Mission, 1876
  - Bremen Mission, 1840
62. Rev. Lorenz Wolf was an instrumental personality in the spread of the schools belonging to the .....
- Basel Mission
  - Wesleyan Mission
  - Catholic Mission
  - Bremen Mission
63. Which of the following aspects of education was greatly focused on by the Seventh-day Adventist Mission at Agona Ashanti?
- Literacy Training
  - Teacher Training
  - Agricultural Training
  - Scientific Training
64. The pioneer missionary who popularized the Catholic Mission and its educational efforts in the Gold Coast during the 1880s were .....
- Edward Sanford
  - Thomas Freeman
  - Auguste Moreau
  - William Hanson
65. The widespread educational and evangelistic efforts of the Catholic mission in the Gold Coast started in
- 1840
  - 1880
  - 1882
  - 1860
66. Below are some of the major difficulties faced by the early Christian missionaries in their activities in Gold Coast except
- Climate and diseases
  - Attacks from local deities
  - Means of transport
  - Language barrier

67. The first Teacher Training College in the Gold Coast was opened by mission in....
- 1848
  - 1838
  - 1909
  - 1843
68. Female education was to be given a boost in the 1852 Education Ordinance by the British colonial administration through
- Through the establishment of a special female education fund
  - Through the granting of scholarship for ten girls to study abroad
  - Through the expansion of school curriculum to include vocational skills
  - Through the appointment of the Vinall family to be in-charge of the Ordinance
69. The 1852 Education Ordinance for the British West African territory was passed under the leadership of
- Sir Charles Macarthy
  - Rev. C.S Hassels
  - Rev. M. Sunter
  - Sir Stephen Hill
70. One major characteristic of the 1882 Education Ordinance was the \_.
- Promotion of technical and vocational education in the Gold Coast
  - The diversification of the primary school curriculum in the Gold Coast
  - The partnership between the government and the missions in the Gold Coast
  - The inclusion of moral education in curriculum of school in the Gold Coast
71. The Payment by Result policy was implemented in the Gold Coast in
- 1909
  - 1925
  - 1902
  - 1951
72. What was the rationale for setting up of the Educationist Committee of 1920 in the Gold Coast?
- To supervise the educational activities of the Mission School
  - To implement the education policies of the Colonial government
  - To make recommendations based on previous educational activities
  - To restructure all the technical/vocational schools in the country
73. In what year did Sir Gordon Guggisberg establish Achimota School in the Gold Coast?
- 1922
  - 1924
  - 1925
  - 1929
74. The Engineering Department at Achimota was under the leadership of .....
- Gordon Guggisberg
  - J. D Oman
  - Karl Rudolf
  - C. S Deakins
75. The Accelerated Development Plan of Education (ADP) was launched under the leadership of.....
- Dr. K. A Busia
  - Dr. Kwergyir Aggrey
  - Dr. Kwame Nkrumah
  - Dr. J. B Danquah