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MAASAI MARA UNIVERSITY

**REGULAR UNIVERSITY EXAMINATIONS 2015/2016 ACADEMIC YEAR**

**FOUTH YEAR, SECOND SEMESTER**

**SCHOOL OF EDUCATION**

**BACHELOR OF EDUCATION**

**COURSE CODE: ECDE 422**

**COURSE TITLE: ADMINISTRATION AND MANAGEMENT OF ECDE PROGRAMMES**

**DATE: 11TH MAY 2016 TIME: 8.30AM-10.00 AM**

**INSTRUCTIONS TO CANDIDATE**

**Section A is Compulsory, Attempt TWO Questions in Section B.**

***This paper consists of 2 printed pages. Please turn over.***

**SECTION A**

1. a) i)Explain the difference betweenadministration and educational administration **(2 marks)**

ii) Describe five functions of pre-school administration **(5 marks)**

b) i) Define an organization **(2 marks)**

ii) Explain the relationship between an educational institution and other organizations **(5 marks)**

c) i)Describe the meaning of taxonomy of administrative tasks **(5 marks)**

ii) Briefly discuss three records, give examples for each and the importance for each or the record named **(6 marks)**

iii) Explain the important qualities of a democratic leader **(5 marks)**

**SECTION B**

2.a) Discuss the advantages and disadvantages of the different leadership styles in the management of an ECDE programmes. **(20 marks)**

3a). Outline five objectives of teaching planning of programmes for infants and young children to teacher trainees  **(5 marks)**

b).Describe the steps you would follow when setting up a programme for infants and young children **(10 marks)**

c). Explain two structures of programmes for infants and young children

**(5 marks)**

4a) Discuss some of the challenges facing early childhood programmes in Kenya today **(10 marks)**

b) Identify some of the characteristics of effective programme management

**(5 marks)**

c) Describe the steps you would take in supervision of an ECDE programme **(5 marks)**

5) i).a) Explain the rationale of supervision of ECDE programmes. **(5 marks)**

b) What are the principles of effective supervision **(5 marks)**

c) Outline the qualities of an effective supervisor **(5 marks)**

ii). Draw a one month budget and show the main features. **(5 marks)**

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