



PAN AFRICA CHRISTIAN UNIVERSITY

**END OF SEMESTER EXAMINATION FOR DIPLOMA IN EARLY
CHILDHOOD DEVELOPMENT EDUCATION**

JANUARY-APRIL 2017

CAMPUS: ROYSAMBU

DEPARTMENT: EDUCATION

COURSE CODE: ECDE025

COURSE TITLE: Administration and Management of ECDE programs

EXAM DATE: THURSDAY 6th APRIL 2017

TIME: 2.00PM – 5.00PM

INSTRUCTIONS

- Read all questions carefully before attempting.
- Write your **student number** on the answer booklet provided.
- Answer **ALL** questions in **Section A** and **ANY** other **TWO** from **Section B**

SECTION A

QUESTION 1

a) Define the following terms:-

- i) Administration (2Marks)
- ii) Management (2 Marks)
- iii) Planning (2 Marks)

b) Describe the following:-

- i) Three financial records in an ECDE Centre. (3 Marks)
- ii) Three professional records kept in an ECDE Centre (3 Marks)
- c) Compare and contrast the two types of evaluations. (3 Marks)

SECTION B: ANSWER ANY TWO QUESTIONS

QUESTION 2

- a) Analyze any three Semi-Autonomous Government Agencies (SAGA) within the ministry of Education (9 Marks)
- b) Discuss three of the routine activities done in ECDE Centres. (6Marks)

QUESTION 3

There are different leadership styles applicable in the administration of ECDE programs.

- a) Examine the different leadership styles in administration of ECDE programs. (9Marks)
- b) Discuss the advantages and disadvantages of the different leadership styles (6Marks)

QUESTION 4

- a) Discuss the five planning functions of an ECDE Centre manager (5Marks)
- b) Describe five administrative functions performed by ECDE centre administrator

(10Marks)

QUESTION 5

- a) Discuss the roles played by NACECE and DICECE. (8 Marks)
- b) Examine challenges in the management of programs for ECDE in Kenya (7Marks)

