



PAN AFRICA CHRISTIAN UNIVERSITY

DIPLOMA IN EARLY CHILDHOOD DEVELOPMENT EDUCATION

END OF TERM (SEPTEMBER - NOVEMBER 2015) EXAMINATION

CAMPUS: ROYSAMBU

DEPARTMENT: EDUCATION

COURSE CODE: ECDE025

COURSE TITLE: ADMINISTRATION AND MANAGEMENT OF ECDE PROGRAMMES

EXAM DATE: Friday 27th November 2015

TIME: 9.00am – 12.00pm

INSTRUCTIONS

- Read all questions carefully before attempting.
- ANSWER QUESTION **ONE** AND ANY **OTHER TWO** QUESTIONS
- Write your **student number** on the answer booklet provided.

1. (a) Define the following terms

- i. Administration

- ii. Management
- iii. Planning (6 mks)

(b) Explain three reasons why financial and professional record keeping is important in ECDE programmes (6 mks)

(c) Explain briefly two management functions and two administrative functions that an administrator is expected to carry out for smooth running of the ECDE programmes (8 mks)

2. You have been invited to give a talk to the ECD managers in your District on effective supervision of ECD centres. Prepare a brief presentation on areas that you will talk about (15 mks)

3. (a) Discuss briefly three types of plans that an administrator should have for effective management of an ECDE programmes (6 mks)

(b) Planning process is very important for any program to be effective. Explain briefly the planning process (9 mks)

4. Citing relevant examples explain five challenges in administration of ECDE programmes highlighting their solutions (15 mks)

5. (a) Discuss three approaches that can be used in an ECDE programmes (9 mks)

(b) Explain three methods that can be used by preschool teachers in ECDE centres (6 mks)