



MAASAI MARA UNIVERSITY

**REGULAR UNIVERSITY EXAMINATIONS
2020/2021 ACADEMIC YEAR
FOURTH YEAR SECOND SEMESTER**

**SCHOOL OF EDUCATION
BACHELOR OF EDUCATION (ECDE)**

COURSE CODE: ECDE 4202

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

DATE: 4TH OCTOBER, 2021

TIME: 1100 – 1300HRS

INSTRUCTIONS TO CANDIDATES

Answer question one and any other two questions

SECTION A

QUESTION ONE

- (a) Explain the major functions of a school administration. **(6marks)**
- (b) Highlight the role of the former national and district centers for early childhood education. **(6marks)**
- c) Briefly describe five principles of effective supervision. **(5 marks)**

QUESTION TWO

- a) Compare and contrast the Leisser fair and democratic leadership styles in schools. **(4 marks)**
- b) Explain the meaning of a “school”. **(2 marks)**

QUESTION THREE

- a) Outline the challenges in the administration of ECDE programmes in regard to the following aspects:
- i. Record keeping **(2marks)**
 - ii. Personnel training **(2marks)**
- b) What is a budget? **(3 marks)**

SECTION B

QUESTION FOUR

- a) Outline the three steps in preparing a budget **(6 marks)**
- b) Explain the meaning of:
- i. Planning **(2marks)**
 - ii. Programme Planning **(2marks)**
- c) Describe the three types of administrative structures **(6 marks)**

QUESTION FIVE

- a) Differentiate between an organization and a programme organization. **(4 marks)**
- b) Explain the importance of programme organization **(6 marks)**
- c) What factors should you consider when organizing programmes for infants and young children? **(10 marks)**

QUESTION SIX

- a) Using Montessori principles describe a Montessori programme. **(10 marks)**
- b) Outline some of the challenges faced by school administrators currently. **(5 marks)**
- c) Briefly discuss five qualities of an effective supervisor. **(5 marks)**

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