



1ST SEM. 2005/2006

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**UNIVERSITY OF SWAZILAND
MAIN EXAMINATION PAPER**

**PROGRAMME: B.SC. AGRICULTURAL EDUCATION YEAR IV
 B.SC. HOME ECONOMICS EDUCATION YEAR V**

COURSE CODE: AEE 402

**TITLE OF PAPER: EDUCATIONAL PLANNING AND
 ADMINISTRATION**

TIME ALLOWED: TWO (2) HOURS

INSTRUCTION: ANSWER ALL FOUR (4) QUESTIONS

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BY THE CHIEF INVIGILATOR**

QUESTION 1

Given a setting of your own choice (a school, a Teachers Training College or Regional Education Office), outline how the “Chief Executive” (Head teacher, Principal or Regional Education Office), could use effective (i) organisation, (ii) communication and (iii) motivation in promoting and sustaining good performance of her/his organisation.

[25 marks]

QUESTION 2

With the aid of examples, identify and discuss leadership characteristics and organisational climates that are conducive to learning and the maintenance of high academic and social standards in a school.

[25 marks]

QUESTION 3

With the aid of examples and illustrations, describe major steps involved in strategic planning.

[25 marks]

QUESTION 4

You have been appointed Head Teacher of Malinga Junior Secondary School, with a population of 700 students; 40 teaching staff; and 12 support staff.

Prepare a simple school budget for 2006/2007; and (ii) make a list of all the important documents/tools that you will need for effective budgetary control.

[25 marks]