

Name: \_\_\_\_\_ Index No. \_\_\_\_\_ / \_\_\_\_\_

1410/203  
PROJECT DEVELOPMENT MANAGEMENT,  
ECONOMICS AND ADMINISTRATION  
June/July 2012  
Time: 3 hours

Candidate's Signature \_\_\_\_\_

Date: \_\_\_\_\_



**THE KENYA NATIONAL EXAMINATIONS COUNCIL**

**NATIONAL CERTIFICATE IN SOCIAL DEVELOPMENT**

PROJECT DEVELOPMENT MANAGEMENT,  
ECONOMICS AND ADMINISTRATION

3 hours

**INSTRUCTIONS TO CANDIDATES**

*Write your name and index number in the spaces provided above*

*Sign and write the date of the examination in the spaces provided above.*

*This paper consists of TWO sections, A and B.*

*Answer ALL the questions in BOTH sections.*

*Answers to both section A or B must be written in the spaces provided in this booklet.*

*Do not remove any pages from this booklet.*

**For Examiner's Use Only**

**SECTION A**

Question	1	2	3	4	5	6	7	8	9	10	Total
Marks											

**SECTION B**

Question	11	12	13	Total	Grand Total
Marks					

**This paper consists of 8 printed pages.**

**Candidates should check the question paper to ascertain that all the pages are printed as indicated and that no questions are missing.**

**SECTION A: (40 marks)**

*Answer ALL questions from this section in the spaces provided.*

1. Highlight **four** common obstacles in project management. (4 marks)

(i) \_\_\_\_\_

\_\_\_\_\_

(ii) \_\_\_\_\_

\_\_\_\_\_

(iii) \_\_\_\_\_

\_\_\_\_\_

(iv) \_\_\_\_\_

\_\_\_\_\_

2. Distinguish between dictatorial and laissez-faire leadership: (4 marks)

(i) dictatorial leadership;

\_\_\_\_\_

\_\_\_\_\_

(ii) laissez-faire leadership.

\_\_\_\_\_

\_\_\_\_\_

3. State **four** uses of economics to a social worker. (4 marks)

(i) \_\_\_\_\_

\_\_\_\_\_

(ii) \_\_\_\_\_

\_\_\_\_\_

(iii) \_\_\_\_\_

\_\_\_\_\_

(iv) \_\_\_\_\_  
\_\_\_\_\_

4. Distinguish between management and administration. (4 marks)

(i) management;

\_\_\_\_\_  
\_\_\_\_\_

(ii) administration.

\_\_\_\_\_  
\_\_\_\_\_

5. Highlight four advantages of budgetary control to an organization. (4 marks)

(i) \_\_\_\_\_  
\_\_\_\_\_

(ii) \_\_\_\_\_  
\_\_\_\_\_

(iii) \_\_\_\_\_  
\_\_\_\_\_

(iv) \_\_\_\_\_  
\_\_\_\_\_

6. List six emerging trends that are being observed in the communication sector in Kenya. (3 marks)

(i) \_\_\_\_\_  
\_\_\_\_\_

(ii) \_\_\_\_\_  
\_\_\_\_\_

(iii) \_\_\_\_\_  
\_\_\_\_\_

(iv) \_\_\_\_\_

(v) \_\_\_\_\_

(vi) \_\_\_\_\_

7. (a) Explain the term natural resource. (2 marks)

\_\_\_\_\_  
\_\_\_\_\_

(b) Explain three elements of a project master plan. (3 marks)

(i) \_\_\_\_\_

(ii) \_\_\_\_\_

(iii) \_\_\_\_\_

8. State four factors that affect change in demand in a country. (4 marks)

(i) \_\_\_\_\_

(ii) \_\_\_\_\_

(iii) \_\_\_\_\_

(iv) \_\_\_\_\_

9. Explain **four** reasons for measuring national income to a country. (4 marks)

(i) \_\_\_\_\_

(ii) \_\_\_\_\_

(iii) \_\_\_\_\_

(iv) \_\_\_\_\_

10. Explain **four** reasons that make it necessary for organizations to evaluate their projects. (4 marks)

(i) \_\_\_\_\_

(ii) \_\_\_\_\_

(iii) \_\_\_\_\_

(iv) \_\_\_\_\_

**SECTION B: (60 marks)**

*Answer ALL questions in this section in the spaces provided.*

11. State **five** negative effects of inflation to the society.

(10 marks)

(i) \_\_\_\_\_  
\_\_\_\_\_

(ii) \_\_\_\_\_  
\_\_\_\_\_

(iii) \_\_\_\_\_  
\_\_\_\_\_

(iv) \_\_\_\_\_  
\_\_\_\_\_

(v) \_\_\_\_\_  
\_\_\_\_\_

(b) List and explain **five** sources of public revenues.

(10 marks)

(i) \_\_\_\_\_  
\_\_\_\_\_

(ii) \_\_\_\_\_  
\_\_\_\_\_

(iii) \_\_\_\_\_  
\_\_\_\_\_

(iv) \_\_\_\_\_  
\_\_\_\_\_

(v) \_\_\_\_\_  
\_\_\_\_\_

12. (a) Describe the proforma invoice by stating the pieces of information contained in it. (10 marks)

(i) \_\_\_\_\_

(ii) \_\_\_\_\_

(iii) \_\_\_\_\_

(iv) \_\_\_\_\_

(v) \_\_\_\_\_

(b) State five factors that are addressed in project feasibility study. (10 marks)

(i) \_\_\_\_\_

(ii) \_\_\_\_\_

(iii) \_\_\_\_\_

(iv) \_\_\_\_\_

(v) \_\_\_\_\_

13. (a) (i) Explain the term filing. (2 marks)

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(ii) State **four** characteristics of a good filing system. (8 marks)

I \_\_\_\_\_

II \_\_\_\_\_

III \_\_\_\_\_

IV \_\_\_\_\_

13. (b) Explain **five** positive desired socio-economic changes brought by the formation of co-operative societies. (10 marks)

(i) \_\_\_\_\_

(ii) \_\_\_\_\_

(iii) \_\_\_\_\_

(iv) \_\_\_\_\_

(v) \_\_\_\_\_