



KENYATTA UNIVERSITY

UNIVERSITY EXAMINATIONS 2011/2012

SECOND SEMESTER EXAMINATION FOR THE DEGREE OF BACHELOR OF SCIENCE (SPORTS)

SSS 400: SPORTS ADMINISTRATION AND MANAGEMENT

DATE: Friday 30th March 2012

TIME: 8.00a.m – 10.00a.m

INSTRUCTIONS: Answer any Three (3) questions.

1. a) Administration is a subset of management. List the Distinctions between Administration and Management. [8marks]
b) Elaborate on the importance of studying management. [15marks]
2. Define the following terms as used in sports administration.
 - i) Planning
 - ii) Directing
 - iii) Co-ordinating
 - iv) Organizing
 - v) Controlling [15marks]b) Explain why it is important as a manager to plan. [8marks]
3. a) Define Delegation. [3marks]
b) Discuss the advantages and disadvantages of delegation. [20marks]
4. a) Front office is the first office in the sports and recreation organization. Describe its layout. [15marks]
b) Explain why it is important to have a front office desk. [8marks]
5. a) Elaborate on the skills at effective management. [15marks]
b) Managers need to organize for informal orientation. Explain why orientation is important to a new employee. [8marks]