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**SUPPLEMENTARY  
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**2004/2005**

**UNIVERSITY OF SWAZILAND**

**SUPPLEMENTARY EXAMINATION PAPER**

**PROGRAMME:           B.Sc. AGRICULTURAL EDUCATION  
                              YEAR 4  
                              B.Sc. HOME ECONOMICS EDUCATION  
                              YEAR 4**

**COURSE CODE:        AEE 402**

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

**TIME ALLOWED:       TWO (2) HOURS**

**INSTRUCTION:        ANSWER FOUR (4) QUESTIONS**

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**QUESTION 1**

Describe the steps involved in the planning process.

[25 Marks]

**QUESTION 2**

Discuss the bureaucratic approach to management and identify its key limitations

[25 Marks]

**QUESTION 3**

Why is it becoming increasingly necessary for every organisation to change?

[25 Marks]

**QUESTION 4**

Briefly, explain the following:

- (a) Cultural diversity
- (b) Mission statement
- (c) Forecasting
- (d) Informal organisations
- (e) Referent power.

[25 Marks].