

Course Code: CAE 211(S) 2011

UNIVERSITY OF SWAZILAND

DEPARTMENT OF ADULT EDUCATION

PART-TIME CERTIFICATE IN ADULT EDUCATION YEAR II

SUPPLEMENTARY EXAMINATION PAPER, JULY, 2011

TITLE OF PAPER:	PROGRAMME MANAGEMENT II
COURSE CODE:	CAE 211
TIME ALLOWED:	THREE (3) HOURS
INSTRUCTIONS:	1. ANSWER ALL QUESTIONS IN SECTION "A". 2. ANSWER ANY TWO (2) QUESTIONS FROM SECTION "B".

THIS PAPER IS NOT TO BE OPENED UNTIL PERMISSION HAS BEEN GRANTED BY THE INVIGILATOR.

SECTION "A"

QUESTION 1

Define the following terms:

- (a) Programme
- (b) Management
- (c) Programme management
- (d) Planning
- (e) Programme planning

[20 marks]

QUESTION 2

Identify and describe the three classical schools of management.

[20 marks]

QUESTION 3

Why is it important to evaluate a programme?

[20 marks]

SECTION "B"

QUESTION 4

Describe the four managerial functions in an organization and show how they are interrelated.

[20 marks]

QUESTION 5

Analyse a programme as a system with sub-systems and other components.

[20 marks]

QUESTION 6

Give some notes on the following:

- (a) Strategic planning
- (b) Tactical planning
- (c) Operational planning
- (d) Formal organization
- (e) Informal organization

[20 marks]