

**UNIVERSITY OF SWAZILAND**

**FACULTY OF EDUCATION**

**CERTIFICATE IN ADULT EDUCATION II**

**FINAL EXAMINATION, NOVEMBER 2013**

**COURSE CODE: CAE 210**

**COURSE NAME: MANAGEMENT**

**COURSE WEIGHT: 100 MARKS**

**TIME ALLOWED: TWO (2) HOURS**

**INSTRUCTIONS:**

- 1. ANSWER QUESTION ONE (1) AND ANY OTHER TWO (2) QUESTIONS OF YOUR CHOICE FROM SECTION B.**

**THIS PAPER MUST NOT BE OPENED UNTIL PERMISSION HAS BEEN GRANTED BY THE INVIGILATOR**

## SECTION A

### Question 1

- a) Describe a system in an organisation [10 marks]
  - b) With some examples to illustrate your answer, describe two (2) types of systems approach [10 marks]
  - c) What is the meaning of community improvement programmes? [10 marks]
  - d) Explain three (3) reasons you would develop an organisational structure [10 marks]
- [Total marks= 40]

## SECTION B

### Question 2

- a) Explain what is a hybrid organisation? [10 marks]
  - b) Describe at least three (3) functions of an organization [10 marks]
  - c) With some examples to illustrate your answers, discuss five stages of an organisational life cycle [10 marks]
- [Total marks =30]

### Question 3

- a) Explain four (4) functions of management? [4 x 5 = 20 marks]
  - b) State the reasons for identifying needs of adult learners in planning a programme [10 marks]
- [Total marks =30]

### Question 4

Functional literacy programmes integrate participation literacy need into the existing income-generation or livelihoods activities. Discuss with examples [30 marks]

**End of Question Paper**