

UNIVERSITY OF SWAZILAND
DEPARTMENT OF ADULT EDUCATION
CERTIFICATE IN ADULT EDUCATION YEAR 11
FINAL EXAMINATION PAPER – DECEMBER, 2014

TITLE OF PAPER : **PROGRAMME MANAGEMENT 1**

COURSE CODE : **CAE 210**

TIME ALLOWED : **THREE (3) HOURS**

INSTRUCTIONS :

- 1. ANSWER ALL QUESTIONS IN SECTION 'A'**
- 2. ANSWER TWO QUESTIONS IN SECTION 'B'**
- 3. MARKS WILL BE DEDUCTED FOR POORLY WRITTEN ENGLISH**

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

SECTION A

ANSWER ALL QUESTIONS

QUESTION 1

With the aid of examples, write brief notes on the following terms:

- a. Programme [4]
- b. Organization [4]
- c. Management [4]
- d. Programme Planning [4]
- e. Community [4]

[20 marks]

QUESTION 2

Organizations share the following four common characteristics;

- a. Coordination of efforts [5]
- b. Common goal/purpose [5]
- c. Division of labour [5]
- d. Hierarchy of authority [5]

Write short notes for each of these characteristics and indicate its importance in an organization.
[20 marks]

SECTION B

ANSWER ANY TWO QUESTIONS

QUESTION 3

Managers are an important element in all organizations as they have important roles to play. Identify and discuss the five (5) functions of management in an organization.

[20 marks]

QUESTION 4

- a) Differentiate between a programme goal and a programme objective [5]
- b) Using appropriate examples identify and discuss the five (5) key characteristics of programme objectives. [15]

[20 marks]

QUESTION 5

- a) What is community development [5]
- b) Identify and discuss at least five (5) indicators for effective community development [15]

[20 marks]