

UNIVERSITY OF SWAZILAND

INSTITUTE OF DISTANCE EDUCATION

CERTIFICATE IN PSYCHO-SOCIAL SUPPORT II

FINAL EXAMINATION, MAY 2015

TITLE OF PAPER: PROGRAMME PLANNING & MANAGEMENT

COURSE CODE: IDE-DAE 212

TIME ALLOWED: TWO (2) HOURS

WEIGHT: 100 MARKS

**INSTRUCTIONS: ANSWER ALL QUESTIONS IN SECTION A AND THREE (3) QUESTIONS IN
SECTION B**

**THIS PAPER MUST NOT BE OPENED UNTIL THE INVIGILATOR HAS GRANTED PERMISSION TO
DO SO**

SECTION A

Question 1

Instruction: For each question below, write the letter which corresponds to your response

1. Planning involves all of the following activities but one

- A. Choosing urban setting
- B. formulating objectives
- C. Allocating resources
- D. deciding on sharing profit or surplus

2. Programme and project are different from one another in that

- A. Programmes are on-going
- B. projects have definite life-span
- C. Programmes are long-term
- D. all of these options

3. The term 'curriculum' captures all but one of the following:

- A. Children's French vocabulary
- B. subject-matter of what is taught
- C. Assessment of content
- D. teaching-learning methods and/or techniques

4. The final step of the planning process is to

- A. Formulate a goal
- B. develop a plan of action
- C. Define the present situation
- D. identify barriers to the goal

5. A well-known management writer suggested that, "management is the art of getting things done 'through'

- A. Resources
- B. controlling
- C. people
- D. supervision

6. Management has different meanings, among them:

- A. Management as a noun
- B. management as a process
- C. management as a verb
- D. All of these options
- E. options (A) and (B) only

7. All the factors below influence programme implementation except one

- A. Human resource
- B. financial resources
- C. Political resources
- D. educational resources

8. Monitoring and evaluation seek to determine

- A. Under-performing units
- B. programme delivery
- C. accessibility of programme to the group on which it claims to focus
- D. the need for mid-course corrections

9. Several methods can be used for collecting data for evaluation, excluding one of the following
- A. Questionnaires B. interviews C. observations D. staff appraisals
10. The characteristics of quality evaluations include all of the following but one
- A. Impartiality B. impracticality C. value for money D. technical adequacy
11. Management performs the basic functions below save for one
- A. Organising B. planning C. directing D. retrenching staff
12. Planning may be broken down into different types, including:
- A. Strategic B. tactical C. operational D. all of these options
13. Approaches to planning include all but one of the following:
- A. Bounded rationality B. rational C. incremental
- D. All of these options E. options (A) and (C) only
14. The types of evaluation include the following except one
- A. Formative evaluation B. Continuous assessment
- C. Summative evaluation D. Options (A) and (C) only
15. Theories of programme planning extend over a wide range, including
- A. Logical framework model B. precaution-adoption process model
- C. Natural-helper model D. all of these options
16. management is responsible for the overall direction of the organisation
- A. First-line B. functional C. middle D. senior
17. The resources of an organisation include each of the following, except
- A. People B. information C. goals D. finances
18. Setting performance standards is part of the activity
- A. Leading B. planning C. organising D. controlling
19. Supervisors are examples of managers
- A. Top B. first-line C. middle D. functional
20. Corporate social responsibility (CSR) refers to

- A. The need to maximise profits B. social concerns of the government
C. An obligation to larger society D. the responsibility to provide employment

[20 x 2 = 40 marks]

SECTION B

Question 2

Identify and explain four (4) reasons planning is important for the organisation you work for or are associated with [4 x 5 = 20 marks]

Question 3

Identify and discuss two (2) theories of programme planning, indicating their importance for work with children, youth and families at risk [2 x 10 = 20 marks]

Question 4

Outline four (4) challenges in implementing programmes of intervention for children, youth and families at risk in Swaziland [4 x 5 = 20 marks]

Question 5

Differentiate between two (2) types of evaluation learned in this course [2 x 10 = 20 marks]

End of Question Paper