

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

- TITLE OF PAPER** : PROGRAMME PLANNING AND MANAGEMENT
- COURSE CODE** : DAE 212
- TIME ALLOWED** : THREE (3) HOURS
- INTRUCTIONS** :
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

Define the following terms with appropriate examples

- a) Programme [4]
- b) Project [4]
- c) Curriculum [4]
- d) Programme planning [4]
- e) Programme evaluation [4]

[20 marks]

#### QUESTION 2

A well-developed programme will result in significant and lasting change in people and the conditions in which they live in. The programme development process involves the following steps;

- a) Problem analysis and prioritization [5]
- b) Learner analysis [5]
- c) Establishing clear goal & objectives [5]
- d) Development of an action plan [5]

Describe clearly what is expected to happen in each step of the process and explain the significance of the information in each step.

[20 marks]

## **SECTION B**

### **ANSWER ANY TWO QUESTIONS**

#### **QUESTION 3**

Organizations share four characteristics which are also known as the essential features of an organization. Identify and discuss these four (4) characteristics/essential features that are common to organizations.

[20 marks]

#### **QUESTION 4**

Discuss the significance of the following categories of the activities and processes involved in the management of a programme that needs to be taken care of before a programme is implemented:

- a. Human management [5]
- b. Task management [5]
- c. Fiscal management [5]
- d. Risk management [5]

[20 marks]

#### **QUESTION 5**

Define programme evaluation and discuss how you can plan an evaluation of a programme for a community.

[20 marks]