

UNIVERSITY OF SWAZILAND
DEPARTMENT OF ADULT EDUCATION
DIPLOMA IN ADULT EDUCATION YEAR 11

SUPPLEMENTARY 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

Using appropriate examples, define the following terms:

- a) Management [5]
- b) Organization [5]
- c) Adult education [5]
- d) Programme implementation [5]

[20 marks]

QUESTION 2

Max Weber emphasized the non-personal objective form of organization called Bureaucracy.

- a) Describe the Bureaucracy approach to management [5]
- b) Weber's bureaucracy approach to management has a number of characteristics. Identify and discuss at least five (5) characteristics of the bureaucracy approach. [15]

[20 marks]

SECTION B

ANSWER ANY TWO QUESTIONS

QUESTION 3

- a) What is planning in organizations? [5]
- b) Identify and discuss the three levels of planning in management indicating the levels at which these operate. [15]

[20 marks]

QUESTION 4

With appropriate examples, identify and discuss four (4) factors that affect programme planning and development in Swaziland.

[20 marks]

QUESTION 5

No society/nation can expect to develop to its maximum as long as its masses remain ignorant, poor and disease ridden. Identify and discuss at least five (5) functions of adult education in the development of the Swazi Nation.

[20 marks]