

UNIVERSITY OF SWAZILAND
DEPARTMENT OF ADULT EDUCATION
DIPLOMA IN ADULT EDUCATION YEAR 11
SUPPLEMENTARY EXAMINATION PAPER – JULY, 2016

TITLE OF PAPER : **PROGRAMME PLANNING AND
MANAGEMENT**

COURSE CODE : **DAE 212**

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

INSTRUCTIONS : **1. ANSWER ALL QUESTIONS IN SECTION 'A'**
2. ANSWER TWO QUESTIONS IN SECTION 'B'

**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 to illustrate your answer, define the following terms;

- a) Programme planning [5]
- b) Management [5]
- c) Adult education [5]
- d) Curriculum [5]
- e) Developmental Programme [5]

[25 marks]

Question 2

Max Weber propounded the Bureaucratic approach to management in which he came up with the following characteristics of a bureaucratic approach;

- a) Well-defined hierarchy [5]
- b) Division of labour [5]
- c) Rules and regulations [5]
- d) Impersonal relationships between manager and employee [5]
- e) Competence [5]

Using appropriate examples to illustrate your answer, explain these characteristics in terms of what they mean and indicate their importance in managing organizations.

[25 marks]

SECTION B
ANSWER ONLY TWO QUESTIONS

Question 3

- a) Define the concept, 'programme development' [10]
- b) Identify and discuss at least three (3) factors that may affect programme Development for a community. [15]

[25 marks]

Question 4

- a) Define the concept 'management. [5]
- b) Identify and discuss the five (5) functions of management in organizations. [20]

[25 marks]

Question 5

- a) What is programme implementation? [5]
- b) Identify and explain the steps to be taken when one plans for implementing a programme for a community. [20]

[25 marks]