

Course Code: CAE 201 (M) 2007

UNIVERSITY OF SWAZILAND
DEPARTMENT OF ADULT EDUCATION
PART-TIME CERTIFICATE IN ADULT EDUCATION YEAR II
FINAL EXAMINATION PAPER, MAY, 2007

TITLE OF PAPER: PROGRAMME MANAGEMENT

COURSE CODE: CAE 201

TIME ALLOWED: THREE (3) HOURS

INSTRUCTION:

- 1. ANSWER ALL QUESTIONS IN SECTION "A".**
- 2. ANSWER ANY TWO (2) QUESTIONS FROM 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"

QUESTION 1

Define the following terms:

- (a) Programme
- (b) Management
- (c) Programme management
- (d) Planning
- (e) Programme planning

[20 marks]

QUESTION 2

Identify and describe the three classical schools of management.

[20 marks]

QUESTION 3

Why is it important to evaluate a programme?

[20 marks]

SECTION "B"

QUESTION 4

Describe the four managerial functions in an organization and show how they are interrelated.

[20 marks]

QUESTION 5

Analyse a programme as a system with sub-systems and other components.

[20 marks]

QUESTION 6

Give some notes on the following:

- (a) Strategic planning
- (b) Tactical planning
- (c) Operational planning
- (d) Formal organization
- (e) Informal organization

[20 marks]