UNIVERSITY OF SWAZILAND

DEPARTMENT OF ADULT EDUCATION

CERTIFICATE IN ADULT EDUCATION YEAR 11

MAIN EXAMINATION PAPER – DECEMBER, 2016

TITLE OF PAPER : PROGRAMME MANAGEMENT 1

COURSE CODE : AEC 115

TIME ALLOWED : THREE (3) HOURS

INSTRUCTIONS : 1. ANSWER <u>ALL</u> QUESTIONS IN SECTION 'A'

2. ANSWER <u>THREE</u> QUESTIONS IN SECTION 'B'

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SECTION A

ANSWER ALL QUESTIONS

QUESTION 1

a) Describe two approaches used in project identification. Indicate which one you think is the best and why. [10]

b) State the reasons for identifying needs of the community members when planning an intervention programme [10]

c) Define the term community and describe any community-based programme in Swaziland. [10]

d) Differentiate a programme from a project. [10]

[40 marks]

SECTION B

ANSWER ONLY THREE QUESTIONS

QUESTION 2

a) With the aid of examples, distinguish an open system from a closed system. [10]

b) Using examples to illustrate your answer, discuss the systems approach to organizations. [10]

[20 marks]

QUESTION 3

a) Define 'control' as a management function used in organizations. [4]

b) Using appropriate examples, describe the role managers play when controlling in organizations. [16]

[20 marks]

QUESTION 4

Good projects need careful planning. Using appropriate examples to illustrate your answer, identify and discuss five (5) steps involved in planning for a community project.

[20 marks]

QUESTION 5

a) What is planning in management? [5]

b) Managers use plans in their pursuit of organizational goals. Identify and discuss the three (3) types of plans used in organizations, indicating the levels at which these plans occur. [15]

[20 marks]

QUESTION 6

a) What is the difference between a 'programme goal' and a 'programme objective'? [5]

b) With appropriate examples to illustrate your answer, identify and discuss five (5) key characteristics of a programme objective. [15]

[20 marks]