



**NATIONAL OPEN UNIVERSITY OF NIGERIA  
14-16 AHMADU BELLO WAY, VICTORIA ISLAND, LAGOS  
SCHOOL OF SCIENCE AND TECHNOLOGY  
JANUARY/FEBRUARY 2013 EXAMINATION**

**AEM 712    AGRIC. EXT. ADMIN, PROG. PLANNING & EVALUATION  
(2 UNITS)  
Answer 4 Questions.**

**TIME:                    2 HOURS**

- (1) a. Explain the concept of extension administration.  
b. Briefly explain the conditions necessary for successful extension administration.**
- (2) a. State 5 Taylor's principles of scientific management.  
b. State 2 benefit of scientific management theory.  
c. State 10 Fayol's principles of management.**
- (3) a. List and briefly discuss 4 essential tasks useful to an extension administration.  
b. List 6 other tasks that are executed by the administrator on a daily or weekly basis.**
- (4) a. State 5 techniques that an administrator should apply to increase staff morale.  
b. State 10 essential attributes of a good administrator.**
- (5) a. Define budget.  
b. List 5 factors that affect organizational design.  
c. State 4 role of budget.  
d. State 2 types of budget.**
- (6) a. State 4 importance of extension supervision.  
b. List 4 types of motivation and briefly explain 2**