



**NATIONAL OPEN**

**UNIVERSITY OF NIGERIA**

**14/16 AHMADU BELLO WAY, VICTORIA ISLAND, LAGOS**

**SCHOOL OF SCIENCE AND TECHNOLOGY**

**MARCH/APRIL 2014 EXAMINATION**

**COURSE CODE: AEM 712**

**COURSE TITLE: AGRIC EXTENSION ADMINISTRATION, PROGRAMME PLANNING**

**TIME ALLOWED: 2 HOURS**

**INSTRUCTION: ANSWER 4(FOUR) QUESTIONS ONLY. ALL QUESTIONS CARRY EQUAL MARKS (25MARKS)**

- (1) a. State 8 conditions necessary for successful extension administration  
b. List 4 types of motivation and briefly explain 2  
c. State 5 roles of budget
- (2) a. State 10 Fayol's principles of management.  
b. State 5 techniques that an administrator should apply to increase staff morale.  
c. State 5 purposes of reports.
- (3) a. With the aid of a diagram, draw extension planning implementation process also known as  
the program development cycle.  
b. Briefly explain 3 extension planning implementation processes given above
- (4) a. State 15 essential attributes of a good extension administrator.  
b. List 4 and explain 2 mechanisms useful in achieving effective coordination
- (5) a. Explain 3 broad categories of budget that you know.  
b. Mention 5 role of marketing in extension.  
c. State 5 purposes of training.
- (6) a. Explain briefly the 4 principles of effective discipline.  
b. List 5 level Maslow's hierarchy of human needs.

c. State 5 functions of personnel management.