



NATIONAL OPEN UNIVERSITY OF NIGERIA
FACULTY OF AGRICULTURE AND AGRICULTURAL SCIENCES
JANUARY 2018, EXAMINATION

Course Code: AEM 505

Credit unit: 2

Course Title: Administration and programme planning in extension

Instructions: Answer question 1 and any other 3 questions

QUESTION 1

- a. List any ten key functions of an extension administrator. **10 marks**
- b. Describe the three steps that make up the organizing process. **15 marks**

QUESTION 2

- a. What are the conditions needed for effective extension supervision? **10 marks**
- b. What measures should be taken to ensure effective staff selection in an extension service? **5 marks**

QUESTION 3

Explain Maslow's hierarchy of human needs. **15 marks**

QUESTION 4

- a. Explain the steps needed in planning extension programmes. **5 marks**
- b. Discuss the responsibilities of the personnel department of an extension organization. **10 marks**

QUESTION 5

- a. Each student should explain the major areas of the functions of marketing extension. **5marks**
- b. Describe, briefly, the four categories of information required for decision-making by extension managers. **10 marks**

QUESTION 6

- a. Make a list of seven key principles that should be considered in preparing plans and reports **7marks.**
- b. List the steps in conducting an Evaluation **8 marks**