



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

AEM 505 : Administration and Programme planning in Extension

Credit unit : 3

Time allowed : 2hrs.30mins

Instructions : Answer any five (5) questions. All questions carry equal marks.

1. (a) Differentiate between administration and management. (5marks)
(b) What is extension administration ? (5marks)
(c) Mention five (5) conditions necessary for successful extension administration. (5marks)
(d) List five (5) functions of management according to Fayol. (5marks)
2. List and briefly explain ten principles of management which are frequently applied in administration. (20marks)
3. (a) Identify and explain five (5) strategic tasks of a good extension administration. (12.5marks)
(b) List and briefly explain five (5) techniques which an extension administrator should apply to increase staff morale. (7.5marks)
4. Mention and discuss six (6) key functions of an extension administrator in the administrative process. (20marks)
5. (a) Define supervision in extension organisation. (5marks)
(b) Mention five (5) importance of supervision in extension (7.5marks)
(c) List five (5) necessary administrative conditions that facilitate effective extension supervision. (7.5marks)
6. (a) Define programme planning in extension. (3marks)
(b) Mention four (4) purposes of extension programme planning. (8marks)
(c) Who plans the extension programme? (8marks)
(d) In agricultural extension who is planning done mostly for? (1mark)

7. (a) Mention five(5) principles of programme planning. (5marks)

(b) List and explain six (6) steps needed in planning extension programmes. (15marks)