



**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 505**

**COURSE TITLE: ADMINISTRATION AND PROGRAMME PLANNING IN  
EXTENSION**

**TIME ALLOWED: 2 HOURS**

**INSTRUCTION: ANSWER QUESTION ONE (COMPULSORY) AND ANY  
OTHER THREE**

1. (a) Discuss 4 importance of staff training (8 Marks)  
- **Compulsory**  
(b) List 4 functional areas of public relation (4 Marks)  
(c) List 4 useful mechanisms in achieving effective co-ordination (4 Marks)
2. (a) Explain 5 principles of co-ordination to be considered in the early stages of organizational planning and policy development (10 Marks)  
(b) Mention the 3 step procedure in Organising process (3 Marks)  
(c) State 5 factors that can affect organisational design (5 Marks)
3. (a) Briefly explain the concept of Extension Administration (6 Marks)  
(b) Discuss the 4 essential tasks useful to an Extension Administrator (8 Marks)  
(c) State 4 principles that guide the administration of extension services (4 Marks)
4. (a) Concisely explain the term Budget (8 Marks)  
(b) Highlight 4 roles of Budget in the management of an organization (4 Marks)  
(c) Mention 6 importance of Extension supervision (6 Marks)
5. (a) List 5 causes of low staff morale ( 5 Marks)  
(b) Suggest 5 appropriate solutions to the problems identified above (5 Marks)  
(c) Mention 8 essential attributes of an administrator (8 Marks)

6. (a) Discuss 4 purposes of extension programme planning (8 Marks)
- (b) Highlight 4 Principles of effective discipline in an organization (4 Marks)
- (c) Mention 3 types of staff motivation (3 Marks)
- (d) List 3 main areas the functions of the supervisor falls into (3 Marks)