



NATIONAL OPEN UNIVERSITY OF NIGERIA
14-16 AHMADU BELLO WAY, VICTORIA ISLAND LAGOS
MARCH/APRIL 2016 EXAMINATION
SCHOOL OF AGRICULTURAL SCIENCES

COURSE CODE: AEM715 (2 Unit)

COURSE TITLE: MANAGEMENT OF AGRICULTURAL EXTENSION PERSONNEL

INSTRUCTION: ANSWER 4 QUESTIONS ONLY, ALL QUESTIONS CARRY EQUAL MARKS (25 MARKS)

TIME: 2 HOURS

1a. Briefly distinguish between In-service training and Induction training while stating reasons for each training.

1b. State five functions of extension supervision.

2. Write brief explanatory note on the following

3a. Define the following terms:

i. Manager ii. Management iii. Personnel iv. Administration
v. Extension vi. Agric. Extension vii. Appraisal viii. Supervision

ix. Personnel management x. Management information systems

3b. State five merit of planning

4a. Enumerate ten purpose of budgeting to an organisation

4b. Differentiate between organizing and supervising in administration

4c. State five (5) costs that organisation usually incur in training of its staff

5. Itemise and explain the procedures used in employing staff in an organisation

6a. What are the three (3) important functions of extension education?

6b. State ten (10) reasons why staff appraisal is required in an organisation

6c. Enumerate six benefits that staff and/or organisations derived from training