



**NATIONAL OPEN UNIVERSITY OF NIGERIA**  
**Faculty of Agricultural Sciences**  
**Dept. of Agricultural Economics and Extension**  
**2020\_2 Examination**

**Course Title: AGRIC Extension Administration, Programme Planning and Evaluation**

**Course Code: AEM712**

**Credit Unit: 2 Units**

**Total Score: 70 Units**

**Time Allowed: 2 Hrs**

**INSTRUCTION: Answer compulsory question 1 (25 marks) and any other 3 questions (15 marks each).**

**QUESTION ONE**

- a. i. Explain the term Budget (3 mks)  
ii. Enumerate three (3) roles of budget to an Extension Organization (3 mks)
- b. What is Span of Management? (4 mks)
- c. Advance five (5) essential Attributes of an Extension Administrator (5 mks)
- d. Increasing Staff morale is vital to organization's success. Mention four (4) techniques that can be applied or used to ensure the improvement of staff morale in an organization. (4 mks)
- e. Henri Fayol was the first to explain management in terms of five functions. State the four (4) functions (6 mks)

**QUESTION TWO**

- a. As an Extension Administrator, List and briefly explain any five (5) of the tasks / functions that are required of you. (7 ½ mks)
- b. Agricultural Extension is bedeviled by some factors which have deprived it from meeting up with its expectations. Discuss five (5) of the limiting factors (7 ½ mks)

**QUESTION THREE**

- a. What is Administration? 5 mks
- b. Every Extension Organization's operations / activities is usually guided by a document of operations. Itemize five (5) of the vital information contained in the document of statement. (5 mks)
- c. Explain the five (5) level of hierarchical needs otherwise termed motivational needs of Maslow's that allows the Agricultural Organization to know and meet the needs of its workers. (5 mks)

**QUESTION FOUR**

- a. Successful Extension Administration is leveraged on some necessary conditions. Enumerate any four (4) of such necessary conditions (6 mks)
- b. What is Personnel Management? (4 mks)
- c. The functions of Personnel Management in an organization cannot be overemphasized. Outline five (5) of her functions in an organization. (5 mks)

**QUESTION FIVE**

- a. Extension Administration is guided by some principles. State any four (4) of the guiding principles to Extension Administration (6 mks)
- b. Agricultural marketing adds value to or creates utility for farm produce. Use two (2) instances to justify this statement. (4 mks)
- c. Report writing in most organizations is as important as the finance of the organization. Enumerate five (5) purpose of this exercise. (5 mks)

**QUESTION SIX**

- a. What is discipline in Agricultural Extension Organization? (4mks)
- b. Taylor is often referred to as the father of scientific management. Outline any four (4) principles of scientific management as advanced by Taylor. (6 mks)
- c. Training of staff in an organization is vital for organizational success to be ensured. Advance five (5) reasons why this is necessary in a standard organization. (5 mks)