



NATIONAL OPEN UNIVERSITY OF NIGERIA
14-16 AHMADU BELLO WAY, VICTORIA ISLAND LAGOS
SCHOOL OF AGRICULTURAL SCIENCES
SEPTEMBER/OCTOBER 2015 EXAMINATION

Course Code: AEM 505

Course Title: Administration and Programme Planning in Extension

Time Allowed: 2 HOURS

Instructions: Answer any FOUR questions. All questions carry equal marks

- 1 a. Define the term Administration (5 marks)
b. State five principles that guide the administration of extension services (5 marks)
c. Explain five (5) conditions necessary for extension administration (15 marks)
- 2 a. Discuss five functions of management according to Fayol (10 marks)
b. Describe five principles of management (10 marks)
c. Write short notes on the following terms
i. Subsystems (1 mark) ii. Synergy (2 marks) iii. Flow (2 marks)
- 3 a. Relate five tasks that an extension administrator performs daily or weekly (10 marks)
b. Identify five techniques of boosting staff morale in any organization (5 marks)
c. List 10 (ten) essential attributes of an administrator (10 marks)
- 4 a. Describe 7 (seven) responsibilities of an extension Director (14 marks)
b. State three steps involved in an organization process (6 marks)
c. Outline five factors that affect organization design (5 marks)
- 5 a. What is a Budget?(5 marks)

b. Give five reasons why it is important to keep a budget (5 marks)

c. Recall five importance of extension supervision (5 marks)

d. Mention two types of budget and explain three classes of state budget.(10 marks)

6 a. Record four stages of punishment under progressive discipline (8 marks)

b. Discuss four principles of effective discipline (12 marks)

c. List five points to consider when conducting investigation into a misconduct (5 marks)