



National Open University of Nigeria
Plot 91, Cadastral Zone, Nnamdi Azikiwe Expressway, Jabi, Abuja
Faculty of Agricultural Sciences
October/November, 2016

Department: Agricultural Economics and Extension

Course Title: Administration and Programme Planning in Extension

Course Code: AEM 505

Credit Unit: 2

Total Score: 100 Marks

Time Allowed: 2 Hours

Instruction: Answer 4 questions only. Each question carries equal marks (25 marks)

1a. Define the following Span of Management, Motivation, Planning and Evaluation (4 marks each)

b. The success of administration in an extension service depends on a number of necessary conditions. State nine of these conditions (1 mark each)

2. Briefly explain in five guiding principles to extension administration (5 marks each)

3a. Outline any ten Fayol's Principles of management that is applied in extension management and administration (2 marks each)

b. State five factors that can affect organizational design in any organization (1 mark each)

4a. Outline the ten steps required in conducting evaluation (2 marks each)

b. State five purpose of report in an organization (1 mark each)

5a. Agricultural marketing adds value to or creates utility for farm produce for easy marketing. Explain with examples the three ways these can be achieved (5 marks each with examples)

b. List ten (10) essential attributes of an administrator (1 mark each)

6a. State three merits and demerits of Taylor's principles of scientific management (1 mark each)

b. Explain briefly the four (4) principles used for effective discipline in an organization (4 marks each)

c. State five Importance of Extension Supervision (1 mark each)