



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

COURSE CODE : AEM505

COURSE TITLE : Administration and Programme Planning

in Extension Time Allowed: 2 hours

Instruction: Answer any four (4) questions

1. a) Highlight the purpose of extension administration.
b) State five principles that guide the administration of extension services.
c) Explain five conditions necessary for successful extension administration.
2. a) Describe the five schools or approaches of management thought.
b) Discuss the strategic tasks of an extension administrator as a Director.
c) List factors that can help raise staff morale.
3. a) Itemize the 14 essential attributes of an extension administrator
b) Describe the functions of an extension director.
c) Describe the coordinating process and principles.
4. a) Explain budget in terms of role, types and defense.
b) Define supervision and explain its usefulness in extension work.
c) Explain the functions of extension supervision.
5. a) Explain the meaning and types of motivation.
b) Classify motivation theories
c) State the factors affecting motivation in organizations.
6. a) Discuss Maslow's hierarchy of human needs.

- b) Explain management by objective.
- c) Enumerate the purpose and principles of reporting.