



NATIONAL OPEN UNIVERSITY OF NIGERIA

14/16, Ahmadu Bello Way, Victoria Island

SCHOOL OF SCIENCE AND TECHNOLOGY

October, 2013 Examination

Course Code: AEM 505

**Course Title: ADMINISTRATION AND PROGRAMME PLANNING IN
EXTENSION**

Time Allowed: 2Hours

Instruction: Answer 4 Questions only. Each question carries equal marks

- 1(a) Briefly explain the concept of Extension Administration
- (b) State 4 principles that guide the administration of extension services
- (c) Explain any 6 of Favol's principles of management

- 2(a) Discuss 4 essential tasks useful to an extension administrator
- (b)i. List 3 causes of low staff morale
- ii. Suggest 3 appropriate solutions to the problems identified above
- (c) Mention 5 essential attributes of an administrator

- 3(a)i. Mention the 3 step procedure in Organising process
- ii. State 5 factors that can affect organisational design
- (b) Explain 5 principles of co-ordination to be considered in the early stages of
organisational
planning and policy development
- (c) List 4 useful mechanisms in achieving effective co-ordination

- 4(a)i. What do you understand by the term Budget
- ii. Highlight 4 roles of Budget in the management of an organisation
- (b) List 4 main areas the functions of the supervisor falls into
- (c) Mention 5 importance of Extension supervision

- 5(a) Discuss the Principles of effective discipline
- (b)i. Mention the different types of motivation you know
- ii. List 4 factors affecting motivation in organisations
- (c) Explain 3 purposes of extension programme planning

- 6(a) Diagrammatically represent the 10 operational phases of conceptual framework for
extension
campaign planning
- (b) Discuss 4 importance of staff training

(c) List 5 functional areas of public relation