



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)