



NATIONAL OPEN UNIVERSITY OF NIGERIA

University Village, NnamdiAzikiwe Expressway, Plot 91, Cadastral Zone, Jabi, Abuja

Faculty of Agricultural Sciences, Dept. of Agricultural Economics and Extension,

*PoP Examination Questions, 2021 Academic Session*¹²³⁴

Course Title: ADMINISTRATION AND PROGRAMME PLANNING IN EXTENSION

Course Code: ARD 507

Credit Unit: 3 Units

Total Score: 70 Marks

Time Allowed: 3Hours

INSTRUCTION: Answer 4 questions.

QUESTION ONE

- a. List the major components of budget in an organization. 5 Marks
- b. Enumerate the essential tasks of an extension administrator. 4 Mark
- c. State the characteristics of a good administrator. 5 Marks
- d. Why is division of labour a necessity in extension organization? 5 Mark

Total = 19 marks

QUESTION TWO

- a. Explain the concept of “Extension Administration” 2 Marks
- b. State five principles that guide the administration of extension services . 10 marks
- c. Mutual respect and confidence among extension staff is built on certain fundamental factors. List them. 5 Marks

Total = 17 marks

QUESTION THREE

- a. Discuss the Hawthorne Experiment 7 ½ Marks
- b. Describe the five functions of Fayol management 7 ½ Marks
- c. Explain the Concept of “Extension Administration” 2 Marks

Total = 17 marks

QUESTION FOUR

- (a). Explain the various tasks of extension 7 ½ Marks
- (b) .What is coordination 2 Marks
- (c). Discuss the principles of coordination 7 ½ Marks

Total = 17 marks

QUESTION FIVE

- a. State the administrative conditions that facilitate effective extension supervision 5 Marks
- b. Outline five common elements in any management objectives system of administration 5 Marks
- c. Make a list of seven key principles that should be considered when preparing plans and reports. 7 Marks

Total = 17 marks