



**NATIONAL OPEN UNIVERSITY OF NIGERIA
FACULTY OF AGRICULTURAL SCIENCES
DEPARTMENT OF AGRICULTURAL ECONOMICS AND EXTENSION
FIRST SEMESTER EXAMINATION, 2019**

Course Title: Management of Agricultural Extension Personnel

Course Code: ARD312

Credit Unit: 3

Total Score: 70 Marks

Time Allowed: 3 Hours

Instruction: Answer compulsory question one for 30 marks and any other four questions for 10 marks each

- 1 a Mention any five (5) of the tools used in extension administration (5 marks)
- b Discuss the listed tools in (1a) above (7½ marks)
- c Enumerate four (4) of the competencies employed by extension professionals for achieving specific tasks in extension management (4 marks)
- d Discuss four (4) basic functions of management (8 marks)
- e Discuss concisely the concept of planning (5½ marks)

- 2 a There are three basic levels of planning in achieving organizational goals. Discuss them (6 marks)
- b Explain briefly four (4) of the management functions of staffing in personnel management (4 marks)

- 3 a Discuss concisely four (4) basic principles for effective control in agricultural extension (6 marks)
- b Highlight four (4) of the steps of reporting in personnel management (4 marks)

- 4 a List any four (4) of the required skills for a successful manager (2 marks)
- b Discuss the listed skills in 4a above (8 marks)

- 5 a Discuss concisely the concept of bureaucracy in an organization (4 marks)
- b List any four (4) features of bureaucracy in organization (2 marks)
- c Explain four (4) of the listed features of bureaucracy in 5b above within an organization (4 marks)

- 6 a Discuss concisely five (5) aids used in staff selection in an organization (5 marks)
- b Enumerate any five (5) factors that need to be considered during staff recruitment (5 marks)

- 7 a Highlight any five (5) conditions to achieve effective supervision in an organization (5 marks)
- 7 b Discuss concisely two (2) types of control in organization (5 marks)