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**NATIONAL OPEN UNIVERSITY OF NIGERIA**

 **FACULTY OF AGRICULTURAL SCIENCES**

**DEPARTMENT OF AGRICULTURAL ECONOMICS AND EXTENSION**

**FIRST SEMESTER POP EXAMINATION, 2019**

**Course: AEM 505: Administration and Programme Planning in Extension**

**Credit Unit: 2**

**Time Allowed: 2 Hours**

**Instruction: Answer question 1 and any other three (3) questions (15 marks each)**

1 a. (i) Define extension administration **2 ½ Marks**

(ii) What do you understand by the term ‘’authority’’ as a principle to guide action in an organization? **2 ½Marks**

 b. (i) Explain systems approach as a theory of administration related to extension. **2 ½ Marks**

 (ii) List the five (5) common concepts in the System approach. **=2 ½**

 c. Mention five (5) other qualifications that the extension administrator should have apart from

 university degree and several years of professional experience. = **5 Marks**

 d. (i) Identify five (5) problems of extension supervision in Nigeria = 5 **Marks**

 (ii) Of what significance is the role of budget in organization? = **5 Marks**

2 a. Clearly state six (6) conditions necessary for successful extension administration in Africa. **9 Marks**

 b. Briefly explain staff recruitment method and staff selection in extension organization. **6 Marks**

3 a. Mention five (5) points to consider when conducting investigation into misconduct in extension

 organization. = **5 Marks**

 b. Clearly explain any two (2) factors affecting motivation in extension organizations. = **5 Marks**

 c. List five (5) guidelines for effective personnel management in an organization. = **5 Marks**

4 a. Identify seven (7) key principles that should be considered in preparing plans and reports in

 extension. = **7 Marks**

 b. Discuss four (4) significance of the role of marketing extension. = **8 Marks**

5 a. State five (5) common elements to be considered by managers in setting their objectives. **10 Marks**

 b. List five (5) steps in conducting on evaluation. = **5 Marks**

6 a. As a Public Relation Officer (PRO), states clearly 5 plan approach needed to win the public to support

 you achieve the goals of the extension organization. = **10 Marks**

 b. Mention (5) tasks of the administrator that must be performed on a daily or weekly basis. = **5 Marks**