

**NATIONAL OPEN UNIVERSITY OF NIGERIA**

 **FACULTY OF AGRICULTURE AND AGRICULTURAL SCIENCES**

 **JANUARY 2018, EXAMINATION**

**Course Code: AEM 505**

**Credit unit: 2**

**Course Title: Administration and programme planning in extension**

**Instructions: Answer question 1 and any other 3 questions**

**QUESTION 1**

1. List any ten key functions of an extension administrator.**10 marks**
2. Describe the three steps that make up the organizing process.**15 marks**

**QUESTION 2**

1. What are the conditions needed for effective extension supervision?**10 marks**
2. What measures should be taken to ensure effective staff selection in an extension service?**5 marks**

**QUESTION 3**

Explain Maslow‟s hierarchy of human needs. **15 marks**

**QUESTION 4**

1. Explain the steps needed in planning extension programmes.**5 marks**
2. Discuss the responsibilities of the personnel department of an extension organization.

**10 marks**

**QUESTION 5**

1. Each student should explain the major areas of the functions of marketing extension.**5marks**
2. Describe, briefly, the four categories of information required for decision-making by extension managers. **10 marks**

**QUESTION 6**

1. Make a list of seven key principles that should be considered in preparing plans and reports**7marks**.
2. List the steps in conducting an Evaluation **8 marks**