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*NATIONAL OPEN UNIVERSITY OF NIGERIA*

*University Village, Nnamdi Azikiwe Expressway, Plot 91, Cadastral Zone, Jabi, Abuja*

***Faculty of Agricultural Sciences***

***Department of Agricultural Economics And Extension***

*Second Semester POP Exam Question November, 2018*

**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**

1 (a) (i). Differentiate the concept “administration” and “extension administration”. **2 ½ marks**

 (ii).Identify the( 5) five features of the system approach as a management theory. **2 ½ marks=5Marks**

(b.) Identify five (5) conditions that led to successful administration in extension service **5 Marks**

 (c). briefly explain the four (4) essential tasks Extension administrator. **=5marks**

 (d) (i) State five (5) techniques on how to raise staff morale by an administrator. **2 ½ Marks**

(ii) Mention five (5) role of budget in extension administration **2 ½ marks =5marks**

(e) (i) List five (5) factors determining the number of personnel needed in an extension organization. **2 ½ Marks**

 (ii) Outline five (5) functions of personnel management in extension organization.**2 ½ Marks=5marks**  **Total=25marks**

2(a). Define motivation and explain the various types of motivation you have studied in extension. 10 **marks**

 (b). Identify the purposes of extension programme planning.  **=5marks Total=15marks**

3(a). Discuss fully five (5) principles that must be followed for successful programme planning in extension. **10marks**

 (b) Define strategic extension campaign (SEC) and mention four of its importance in agricultural extensions

 programmes. 5marks **Total = 15Marks**

4(a) Clearly outline five (5) functions of personnel management in extension. **5marks.**

 (b) State five (5) Obibuaku (1983) reasons for continuous extension training. **5marks.**

 (c) Mention ten (10) public essential to an extension organization. **5marks**

 **Total=15marks.**

5(a) Briefly discuss five (5) of an eight-point plan for organizing public relations efforts in extension. **=10marks**

 (b) Of what significance is the role of marketing extension in extension programme? Identify (5) five. **5 marks**  **Total=15marks**

6(a) Describe briefly the four categories of information required for decision making by extension managers. **12marks**

 (b) Identify three (3) main areas of the functions of the extension supervisor.**3marks =** **Total=15marks**