



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 Session¹²³⁴

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