COURSE NAME: Extension Organization, Management and Supervision
COURSE CODE: ARD 503
COURSE TITLE: 
NUMBERS OF CREDIT: (2 units)
Course duration: Two hours per week for 12 weeks (24hours) as taught in 2010/2011

Course were developed by Dr E. O. Fakoya
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Office location Room 2, Department of Agricultural Extension and Rural development
Course consultation hours: 8.00-10.00am Tuesdays

COURSE DETAILS:
3.1 EXTENSION ORGANIZATION, MANAGEMENT AND SUPERVISION:
Administration is an act of directing, coordinating, controlling and managing the efforts of group of people towards the attainment of an organization objective.

3.2 COURSE CONTENT:
Principle of Extension organization, Management and Supervision will familiarize student of Agricultural Extension and rural Development with the meaning, scope and principle of supervision in a rural settings. It will examine theories, models used at various managerial level. The use of management principles and procedures for identifying personal and organization need will be explained. Agricultural extension organization and their structures will also be explored. The reasons why we need to delegate, motivate, coordinate and budgeting will also be part of the course.

3.4 COURSE JUSTIFICATION
Administration in extension lays emphasis on the management of recourses in any sector to achieve organizational goals. The principles of extension administration serve as pillar in which other discipline hang on. It will enable the students to define the concept of extension administration. The knowledge acquired from the course will help the students to identify and manage resources required to make successful and friendly organization.

3.4 COURSE OBJECTIVES:
The general objective of this course is to enable students acquire knowledge of the extension administration which are needed to manage an organization effectively, as well as solving various challenges confronting a firm.
At the end of this course student will be able to:
Describe the principle concepts, meaning, definition of administration, extension organization, management and supervision
Discuss various theories and models of management and administration
Explain the planning function and application of planning models to agricultural extension
Discuss agricultural extension organization and their structures and functioning
Explain the meaning of managerial leadership styles
Explain the concept of motivation, Coordination, Delegation, Budgeting and financial management and marketing

Discuss the concept of organization of Training and Visit system of extension

### 3.6 METHOD OF GRADING

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<thead>
<tr>
<th>NO</th>
<th>ITEM</th>
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<tbody>
<tr>
<td>3.5</td>
<td>COURSE REQUIREMENT:</td>
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<tr>
<td>1.</td>
<td>Class assignment</td>
<td>5</td>
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<td>2.</td>
<td>Class participation</td>
<td>5</td>
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<td>3.</td>
<td>Class test</td>
<td>15</td>
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<td>4.</td>
<td>Internet contribution</td>
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<tr>
<td>5.</td>
<td>Comprehensive final examination</td>
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### 3.7 COURSE DELIVERY STRATEGIES:

The course objectives will be achieved by the traditional face to face weekly lecture on designed topics, lecture note provided by the lecturer in charge of the course. The course delivery strategies will be supported through tutorial and study review at the end of the semester. Students will be encouraged and required to read more on the
topic and study more administrative procedure in any organization. Different group will be created within the class to enhance web discussion based on extension administration and students will be required to have a yahoo e-mail account

4.0 LECTURE CONTENT

Week 1 Principle concepts, meaning, definition of administration, extension organization, management and supervision

Objective: Students will be able to discuss the importance of studying home management.

Description:
1st hour: A general overview of the course will be introduced to students. The need for the study of extension administration will be examined. The course requirements, methods of grading and some of the course delivery strategies will be described.
2nd hour: the concept and definition of administration, extension organization, management and supervision will be explained.

Study Questions:
1. What is Extension administration
2. Explain the meaning of organization, management and supervision

Reading List
1. Element of administration by Arokoyo
2. Rural sociology By Ekong Ekong 3rd edition

Week 2: Theories and models of management and administration

Objective: students will be able to explain in detail the theories of administration

Description:
1st hour: brief introduction of various theories in administration will be introduced to the students
2nd hour: The reason why these theories is essential in any organization will also be explained to the students

Study question:
1. Explain 4 theories of administration.

Assignment
1. Of what importance is these theories to any organization

Reading list
1. Agricultural extension a comprehensive treatise with model question ad glossy
Week 3: The planning function and application of planning models to agricultural extension

Objective: Students will apply different planning models to agricultural extension

Description:
1st hour: various planning function will be explained to the students and how we can apply these functions.

Study question:
1. Identify and explain 4 function of administration
2. Discuss in detail planning model to agricultural extension.

Week 4: Agricultural extension organization and their structures and functioning

Objective: Students will be able to explain the concept of Agricultural extension organization and their structure.

Description:
1st hour: The meaning of organization will be explained to the students that is what/who make up an organization.
2nd hour: How can organization be structured and what are the functions of each structure.

Study question:
1. Develop an organization structure of your own.

Assignment
1. Draw a well structure of an organization

Reading list:
As described above

Week 5: Managerial leadership styles

Objective: Students will describe managerial leadership style

Description:
1st hour: The problem of leadership has been one of man’s major concerns since his creation will be discussed fully
2nd hour: types of leader will also be examined and characteristics of a leader will be explored

Study question:
1. Who is a leader
2. List five type of leader.
3. What are the characteristics of a good leader

Reading lists:
As described above

Week 6: Concept of motivation
Objective: Students will explain the concept of motivation
Description:
1<sup>st</sup> hour: ways by which motivation can be described
2<sup>nd</sup> hour: In what ways can manager motivate an individual? This will be explained in detail to the students.

Study question:
1. What is motivation?
2. In what way can a manager motivate his subordinate?

Assignment:
1. Present a time paper on the concept of motivation

Reading lists:
As described above

Week 7: Coordination
Objective: Students will explain the concept of coordination
Description:
1<sup>st</sup> hour: Different ways by which coordination can be described, Conditions for securing better coordination.

2<sup>nd</sup> hour: In what ways can manager coordinate an individual? This will be explained in detail to the students.

Study question:
3. What is coordination?
4. In what way can a manager coordinate his subordinate?

Reading lists:
As described above

Week 8: Delegation
Objective: Students will explain the concept of delegation
Description:
1st hour: Different ways by which delegation can be made will be explained to the students, who delegates?

2nd hour: Process of Delegation

- Write a complete list of your responsibilities
- Prepare job specification for each person in the organization so that they know their responsibilities and authority
- Get each subordinate to define. All these will explained to the students

Study question:
1. What is delegation?
2. In what way can a manager delegate his subordinate?
3. Who delegates?

Assignment:
2. Present a time paper on the concept of delegation

Reading lists:
As described above

Week 9: Budgeting and financial management

Objective: Students will explain the meaning of budgeting and financial management

Description:
1st hour: The purpose of a budget will be discussed among the students
2nd hour: How can a firm managed financially?

Study question:
1. What is budgeting?

Reading lists:
As described above

Week 10: Training and Visit in extension

Objective: Students will be able to explain the meaning of training and visit in agricultural extension

Description:
1st hour: Organization of Training and Visit System of Extension. These will be explained to the students

2nd hour: The basic features/principles of the Training and Visit, Advantages/disadvantages of Training and Visit Systems, Criticisms of Training and Visit System

**Study question:**
1. Explain the meaning of training and visit in agricultural extension
2. Highlight six features of training and visit in extension

**Assignment:**
1. The history of Training and visit can be traced back to 1998, discuss

**Week 11: Revision Exercise.**

**Objective:** students will revise all topics thought during the semester.

**Description:** All topic dealt with in this course will be reviewed. The study question and assignments will be given special attention. Students will discuss what they have learnt from the course. Advanced courses that will treat this course in future will also be highlighted.

**Study questions:**
1. What is Extension administration
2. Explain the meaning of organization, management and supervision
3. Explain 4 theories of administration.
4. Identify and explain 4 function of administration
5. Discuss in detail planning model to agricultural extension.
6. Develop an organization structure of your own.
7. Who is a leader
8. List five type of leader.
9. What are the characteristics of a good leader
10. What is motivation?
11. In what way can a manager motivate his subordinate?
12. What is coordination?
13. In what way can a manager coordinate his subordinate?
14. What is budgeting?
15. Explain the meaning of training and visit in agricultural extension
16. Highlight six features of training and visit in extension

Key for reading list:
Available in the University Library
Available in bookshop
Available on the internet
Departmental library