1. COURSE NAME & CREDIT LOAD

COURSE CODE: AAD 501

COURSE TITLE: Principles and Theories of Administration

NUMBER OF CREDITS: 3 Credits/Compulsory

COURSE DURATION: Two hours per week for 15 weeks (30 hours)

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2. LECTURER DETAILS:
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3. COURSE DETAILS:

3.1 Principles and Theories of Administration:
The course covers specific areas of principles and theories of administration in an organisation. Specifically, it covers definitions/concepts of administration, management, managerial and administrative qualities, supervision, concept of agricultural administration, definition, types and roles of administrative theories and their implication for agricultural administration.
3.2 Course Content:
Concept, meaning, differences and relationship between administration and management; Managerial and administrative qualities and functions; Concept of supervision; Types and functions of supervision and supervisors; Characteristics, elements and functions of supervision; Concept of agricultural administration; Problems of Agricultural administration in Nigeria; Meaning and definition of theory. Theory in the context of Agricultural Administration. Roles of theory in agricultural administration. Theory building and Qualities of a good theory – Logical consistency, Testability, congruence with observation, parsimony, Generality. Types of theory in Agricultural Administration – Functional Theory, Decision making theory, Human Relations Theory, Fusion Theory, social Process Theory and Theory X, Y, Z. Implications of each of these theories on agricultural organization will be discussed.

3.3 Course Justification:
As future Agricultural Administrators, students should understand the concepts and principles of administration, management and agricultural administration in addition to different agricultural administration theories and the implications of these theories to an agricultural organisation/ establishments so as to be able to manage agricultural personnel effectively.

3.4 Course Objectives:
The general objective of the course is to enable students acquire knowledge of the concept, principles and theories of Administration, management and agricultural administration which are needed and essential to carry out administrative tasks in different organisations with particular reference to agricultural organisations and parastatals.

At the end of the course students will be able to:
• explain the concepts of administration and management
• distinguish between administration and management;
• describe managerial and administrative qualities and functions;
• describe the concept of agricultural administration;
• explain the concept, characteristics and principles of supervision;
• describe the types and functions of supervisors;
• describe the elements of supervision such as motivation, delegation, staff turn over and staff appraisal;
• explain the prerequisite for agricultural administration;
• explain the problems facing agricultural administration in Nigeria;
• Discuss the definitions, explanations, similarities and differences between principles, hypotheses, laws and theories.
• Ascertain why it is important to study administrative theories.
• Explain theory building and identify the qualities of a good theory.
• Discuss the types of administrative theories in details - Functional theory, Decision making theory, Human relation theory, Fusion theory, social process theory and theory X, Y Z.
• Enumerate the implications of each of these theories on agricultural organization.
3.5 Course Requirements:
Students are expected to participate in all the course activities and have a minimum of 75% attendance to qualify for writing the final examination. Students will be required to submit a report of web research on any of the topics treated in this course. This will account for part of the continuous assessment. Students will be expected to treat all study questions and submit assignments fortnightly for grading. All class assignments should be word processed.

3.6 Methods of Grading:
NO ITEM SCORE
1. Class Assignment 5
2. Class Participation 5
3. Class Test 15
4. Internet Contribution 5
5. Comprehensive Final Examination 70
Total 100

3.7 Course Delivery Strategies:
The course objectives will be achieved by the traditional face to face weekly lecture on designed topics, theoretical materials (lecture notes) provided during lectures, seminars and group exercises. The course delivery strategies will be supported through tutorials and study review at the end of the semester. Students will be encouraged and required to read around the topics and follow current training and development issues in the media and on the web. Groups will be created to enhance web discussion of the course and students will be required to have a yahoo e-mail account.

4.0 LECTURE CONTENT

Week 1: Concept of administration and management
Objective: Students will be able to discuss the importance and advantage of studying administration and management.

Description:
A general overview of the course will be introduced to the students. The need for the study of administration and management in organisations will be examined. Also, definitions and the scope of each of the two concepts will be discussed. The distinguishing features between administration and management will be explained.

Study Questions:
1. What is administration?
2. Explain why the study of administration is important for an agricultural extension personnel.
2. Describe the differences and similarities between administration and management.
Reading List:

Week 2: Managerial and Administrative qualities and functions

Objective: Students will be able to explain managerial and administrative qualities and functions, difference between an administrator and a manager as well as the qualities of an administrator.

Description:
1st Hour: Managerial and administrative qualities and functions will be explained and how they benefit the individual and the organisation.

2nd Hour: Concept of administrator and manager will be examined and the differences/similarities between them will be explained. Also the qualities of a good administrator will be highlighted and discussed.

Study Questions:
1. What are the different managerial and administrative qualities that an administrator should possess to carry out his duties effectively?
2. Who is an administrator and how is he or she different from a manager?
3. What are the qualities of a good administrator?
3 Explain the functions of an administrator and manager.

Reading List
Week 3: Agricultural Administration.
Objective: Students will have the knowledge and understand the concept of agricultural administration.

Description:
The concept of agricultural administration will be described. The characteristics of agricultural administration will also be explained.

Study Questions:
1. Explain the concept of agricultural administration.
2. Describe the characteristics of agricultural administration.

Reading List:

Week 4: Prerequisite for successful agricultural administration and problems facing agricultural administration in Nigeria.
Objective: Students will have a clear understanding of the requirements for a successful agricultural administration process. They will also know the problems militating against agricultural administration in Nigeria.

Description:
The requirements/prerequisites needed for the success of agricultural administration will be highlighted and discussed. In addition to these, the problems confronting agricultural administration in Nigeria will be itemised and explained.

Study Questions:
1. List the major requirements needed for the success of agricultural administration in a named agricultural organisation.
2. What are the problems confronting agricultural administration in Nigeria?
3. How can these problems be solved?

Assignment:
1. Describe the major processes of administration that you know with relevant examples.

Reading List:
Week 5: Supervision.
Objective: Students will have a clear understanding of the concept of supervision, its characteristics and principles. Also, the different elements of supervision will also be discussed.

Description:
1st Hour: The concept of supervision as well as the functions will be explained. The qualities of a good supervisor will also be described.
2nd Hour: The factors affecting supervision and conditions necessary for effective supervision will also be discussed.

Study Questions:
1. Explain the concept of supervision.
2. What are the qualities of a good supervisor?
3. What are the factors affecting supervision?
4. List some conditions necessary for effective supervision.

Reading List:

Week 6: Supervision contd.
Due to the importance of supervision in any agricultural organisation, the discussion will continue this week.
Objective: Students will be analyse and discuss the characteristics and principles of supervision. The elements of supervision like delegation, staff turn over, motivation, coordination and appraisal will also be described.

Description:
1st Hour: The characteristics and principles of supervision will be identified and discussed.
2nd Hour: The elements of supervision will be explained with practical examples discussed.
Study Questions:
1. What are the characteristics of supervision?
2. Highlight the principles guiding effective supervision in any organisation.
3. List the major elements of supervision that you know.
4. What is motivation and why is it necessary to motivate staff in an organisation?
5. Define coordination. Explain the uses of effective coordination.
6. Why is delegation necessary in an organisation?
7. What are the barriers to effective delegation?
8. Why is staff appraisal important in an organisation?
9. What are the common pitfalls supervisors need to guide against during staff appraisal?
10. What are the possible causes of high staff turnover in an organisation?

Reading List:

Week 7: Meaning and Definition of theory, principles, law and hypotheses.
Objective: Students will be able to state any similarity or dissimilarity between theory, principles law and hypotheses.

Description:
1st Hour: A general overview of the course will be introduced to students. The need for the study of administrative theory will be examined. The course
requirements, methods of grading and some of the course delivery strategies will be described.

2nd Hour: The similarity or dissimilarity between theory, principles, law and hypotheses will be discussed. Their meaning and definition shall be explained and discussed.

Study Questions:
1) Give a succinct definition of theory, principles law and hypotheses.
2) State any similarity or dissimilarity between theory, principles, law and hypotheses.
3) What are the uses of administrative theories in administration.
4) What are the significant of administrative theory to an agricultural personnel.

Reading List:

Week 8: Theory Building and Qualities of a good theory – Functions of administrative theories.
Objective: Students will be required to construct theories following certain steps that will be outline in the course of the lecture.

Description:
1st Hour: Theory building will be explained following the basic steps in theory construction.
2nd Hour: The qualities of a good theory shall be discussed under the following headings, Logical consistency, Testability, congruence with observation, parsimony and Generality. Functions of Administrative theories will be enumerated and discussed.

Study Questions:
1. What is theory building?
2. State the steps involve in theory building?
3. What are the Qualities of a good theory?
4. Enumerate the functions of Administrative theories.

Assignment:
1. Construct a theory based on the steps discussed in the course of the lecture and
2. Of what importance is theory to an agricultural administrator.

Reading List
Week 9: Types of theories in agricultural Administration – E.g. Functional Theory.

Objective: Students will be taught in details the functional theory

Description:
1st Hour: Some basic sub – concept emanating from the functional theory will be discussed.
2nd Hour: The implication of the functional theory to agricultural Administration will be explained in details.

Study Questions:
1. Explain the meaning of the concept functional theory?
2. Identify the basic sub – concepts emanating from the functional theory.
3. State the basic principles underlining the functional theory.
4. What are the implication of the functional theory to Agricultural Administration.

Reading List:

Week 10: Types of theories in agricultural Administration – Decision making Theory.

Objective: Students will be taught Decision making theory, steps in decision making theory, types and factors affecting decision making theory. Implication of decision making theory to agricultural administration.

Description:
1st Hour: Decision making theory will be explained also, steps in Decision making will be identified and types of decision making will be discussed.
2nd Hour: Factors affecting decision making will be identified and discussed. Also the Implication of Decision making theory to an agricultural administrator will be elucidated.

Study Questions:
1. Define Decision making theory?
2. What are the steps involved in taking a good decision?
3. What are the factors affecting Decision making process?

Assignment:
1. What is decision making and why is it important to make the right decision?
2. What are the implications of Decision making theory to an agricultural administrator?

**Reading List:**

**Week 11: Social Process Theory and Human Relation Theory.**

**Objective:** Students will be taught the definition and explanation of social process theory and Human relation Theory.

**Description:**
*1st Hour:* Explain Social process theory and Implication to agricultural Administration.
*2nd Hour:* Discuss Human relation theory, features of human relation theory and implication to Agricultural Administration

**Study Questions:**
1. What is social process theory?
2. Explain the principle upon which social theory is based.
3. Define human relation theory?
4. What are the characteristics features of human relation theory?
5. What are the importance of these theories to Agricultural Administration

**Reading List:**

**Week 12: Class Test.**

**Objective:** Students will be tested on what has been taught in the course for the past 11 weeks.
The questions provided for the test will be reviewed after the test.

**Week 13: Types of Administrative Theories - Fusion Theory and Theory XYZ.**

**Objective:** Students will be taught in details Fusion Theory and explanation of theory XYZ

**Description:**
1st Hour: Discuss the meaning of personalization and socialization and also explain the usefulness of fusion theory to agricultural administrative
2nd Hour: Explain Theory XYZ concept and the basic assumptions of the theory.

**Study Questions:**
1. Explain the Concepts of socialization and personalization in the fusion theory.
2. What is the significance of theory Z in theories XY and Z
3. Discuss how an agricultural administrator who practices theory Y management would differ from one who practices theory X?
4. Discuss the tenet of Theory Z. can the theory work in any of the Nigerian Research Institutes?. Elucidate

**Assignment:**
In a tabular form compare the American, Japanese and Theory Z organizations

**Reading List:**

**Week 14 & 15: Revision Exercise**

**Objective:** Students will revise all topics taught during the semester.

**Description:** All topics dealt with in this course will be reviewed. The study questions and assignments will be given special attention. Students will discuss what they have learnt from the course. Students will be allowed to ask questions on specific topics that are not clear to them.

**Key for the Reading List:**
1. Available in the University Library
2. Available in Bookshops
4. Personal collections
5. Departmental Library