

COURSE CODE:	ARD 503
COURSE TITLE:	Extension Organization, Management & Supervision
NUMBER OF UNITS:	2 Units
COURSE DURATION:	Two hours per week

COURSE DETAILS:

Course Coordinator:	Dr. Emmanuel Olugbenga Fakoya , <i>B.Sc., M.Sc., PhD</i>
Email:	facoya2003@yahoo.co.uk
Office Location:	Room 2, AERD, COLAMRUD
Other Lecturers:	Prof. O.J. Ladebo , <i>B.Sc., M.Sc., PhD</i>

COURSE CONTENT:

Theories and models of management and administration: The planning function and application of planning models to agricultural extension; The organizing function; Agricultural extension organization and their structures and functioning, Managerial leadership style; Motivation. Coordination; delegation; Budgeting and Financial Management; marketing; Organization of T and V system of extension.

COURSE REQUIREMENTS:

This is a compulsory course for all students in the departments of Agricultural Extension and Rural Development and Agricultural Economic and farm management of the University of Agriculture Abeokuta. In view of this, students are expected to participate in all the course activities and have minimum of 75% attendance to be able to write the final examination.

READING LIST:

Adamu, A. U, Adamu, Y. M and Jibril, U. F., (eds) (2004) ***Hausa Home Videos: Technology, Economy and Society***. Kano: Gidan Dabino Publishers.

Ekong E.Ekong. Rural Community Development in Africa: Development towards what? (Paper Presented to the 4th World Congress of Rural Sociology, Torun, Poland. August 1976. Also published in the Annual of Rural Sociology (Rozniki Sociologies Wsi) Vol. XV, 1977. Pp. 41-52 Warsaw, Polish Academy of Science.

Johnson, Kirt (2000) ***Television and Social Change in India***. London. Sage Publications
Southll, A. W., (eds), Social change in Modern Africa. London: Oxford University Press for International African Institute 1971

Specht, H. and Vickery, A.(eds), Integrating Social Work Methods. London: George Allen and Unwin Ltd., 1977

Wilkinson, P., Social Movement. London: MacMillian, 1971

LECTURE NOTES

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

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.
2. Of what importance is these theories to any organization

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 functions 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

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?

Week 6: Concept of motivation

Objective: Students will explain the concept of motivation

Description:

1st hour: Different ways by which motivation can be described

2nd 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

Week 7: Coordination

Objective: Students will explain the concept of coordination

Description:

1st hour: Different ways by which coordination can be described, Conditions for securing better coordination.

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

Study question:

- 1) What is coordination?
- 2) In what way can a manager coordinate his subordinate?

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
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Study question:

- 1) What is delegation?
- 2) In what way can a manager delegate his subordinate?
- 3) Who delegates?

Assignment:

- 1) Present a time paper on the concept of delegation

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?

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. This 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 topics 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