



**NATIONAL OPEN UNIVERSITY OF NIGERIA**  
**University Village, Plot 91, Cadastral Zone, Jabi, Abuja**  
**FACULTY OF SOCIAL SCIENCES**  
**DEPARTMENT OF POLITICAL SCIENCE**  
**2021\_1 POP EXAMINATION**

**COURSE CODE: POL343 POP**

**COURSE TITLE: Theories and Practice of Administration**

**COURSE UNIT: 3**

**TIME ALLOWED: 3 Hours**

**INSTRUCTION: Answer 4 questions only**

1. Mention and explain the nexus and dichotomy between public and private administration. **(17.5 marks)**.
2. (a) According to Robert Kats leadership skills can be classified into three which are essential to effective leadership. Discuss. **(4.5 marks)**  
(b) Name and explain the personal qualities of a leader **(7.5 marks)**  
(c) What are the types of leadership styles? **(5.5 marks)**
3. (a) According to Anderson, it is possible to isolate some key elements which distinguish public policy from other types of policies. Discuss these elements. **(8.75 marks)**  
(b) What are the reasons adduced by Thomas Dye, to the usefulness of theoretical models of policy analysis? **(8.75 marks)**
4. (a) What are the procedures used in reaching decision in an organisation? **(8.8 marks)**  
(b) What are the components of Wages/salaries? **(8.8 marks)**
5. (a) Name the purpose on which Wages/salaries are paid to employees. **(6.4 marks)**  
(b) Explain the characteristics of salary and wages. **(11.2 marks)**