



NATIONAL OPEN UNIVERSITY OF NIGERIA
Plot 91, Cadastral Zone, Nnamdi Azikiwe Express Way, Jabi – Abuja
FACULTY OF MANAGEMENT SCIENCES
DEPARTMENT OF PUBLIC ADMINISTRATION
2020_1 EXAMINATION

COURSE CODE: PAD712
COURSE TITLE: ADMINISTRATIVE THEORY
CREDIT UNITS: 2.
INSTRUCTION: 1. Indicate your Matriculation Number clearly
2. Attempt question one (1) and any other two (2) questions – three questions in all
3. Question one (1) is compulsory and carries 30marks, while the other questions carry 20marks each.
4. Present all your points in coherent and orderly Manner
TIME ALLOWED: 2 Hours

- 1(a) Administration is said to be a process of getting things done. Discuss. (5 marks)
- (b) Mention and discuss the clearly defined aspects of administrations. (5 marks)
- (c) Name and explain the three aspects of organisation that you are familiar with. (5 marks).
- (d) State the similarities and differences between administration and management. (5Marks)
- (e) Behaviour is basically goal oriented/driven. Expatiate in this analogy. (10 marks).
2. Explain the concept of the chief executive officer. (10marks)
- (b) Identify and explain the roles of the CEOs.in an organisation. (10 Marks).
- 3(a) Public administration is said to be the action of part of government .Discuss. (10marks)
- (b) State the difference between Public and Private Administration. (10marks)
4. Define bureaucracy and state its salient function in modern and emerging democracies. (20marks)
5. Characterize the Nigerian Civil Service. (20marks).