



NATIONAL OPEN UNIVERSITY OF NIGERIA
DEPARTMENT OF POLITICAL SCIENCE
FACULTY OF SOCIAL SCIENCES
POP 2021_2 EXAMINATION

COURSE CODE: POL 343

COURSE TITLE: THEORIES AND PRACTICE OF ADMINISTRATION

CREDIT UNITS: 3

TIME ALLOWED: THREE HOURS

INSTRUCTION: ANSWER ANY FOUR QUESTIONS

1. (a) Mention and explain the types of Managers? **(3.5 marks)**
(b) According to Henri Fayol (1841–1925) management operates through five basic functions. Mention and discuss. **(7 marks)**
(c). Name and describe management skills. **(7 marks)**
2. (a) What are the Characteristics of an Organisation? **(7.5 marks)**
(b) Lindblom indicted the rational comprehensive model of decision-making on the account of its failure to adapt to what? **(10 marks)**
3. (a) What is Rational actor model? **(5 marks)**
(b) What are the procedures by which decisions can be seen to be reached? **(5 marks)**
(c) According to Herbert Simon a decision-maker operating according to the rational-comprehensive model would follow specified procedure in arriving at a rational choice. Discuss. **(7.5 marks).**
- 4 (a) When do vacancy occurs in an organisation? **(2.5 marks)**
(b) What are the advantages of filling vacancies in an organisation internally rather than externally? **(5 marks)**
(c) What are the external sources of filling vacancy in an organization? **(10 marks).**
- 5(a) Describe the principles of scientific management for managers to follow as developed by Taylor. **(6 marks)**
(b) For the needs of mass administration today, Weber advocated five basic principles upon which bureaucratic system of administration is based. Discuss **(5.5 marks)**
(c) Enumerate the seven modern concepts of bureaucracy identified by Albrow (1970:84-105). **(6 marks)**