



NATIONAL OPEN UNIVERSITY OF NIGERIA
91, Cadastral Zone, Nnamdi Azikiwe Express Way, Jabi-Abuja
FACULTY OF MANAGEMENT SCIENCES
JANUARY 2018 EXAMINATION QUESTIONS

COURSE CODE: PAD 371

COURSE TITLE: Public Personnel Administration

CREDIT UNIT: 3

TIME ALLOWED: 3HRS

INSTRUCTIONS: 1. Attempt Question One (1) and any other three (3) questions
2. Question 1 carries 25 marks, while the questions carry 15 marks each.
3. Present all points in coherent and orderly manner

QUESTIONS

1. Explain the term Personnel. Why is it central to organisations?
2. i. With good examples, define the concept of an organisation and list its features
ii. List and explain briefly the basic elements of an organisation.
3. What are the similarities and differences between the concept of Management and Administration?
4. Trace the origin of Personnel management in Nigeria.
5. What are the factors that influenced the development of Personnel Administration?
6. List and discuss the basic functions of Personnel Administration in an organisation