



**NATIONAL OPEN UNIVERSITY OF NIGERIA
FACULTY OF MANAGEMENT SCIENCES
DEPARTMENT OF PUBLIC ADMINISTRATION**

2022_2 EXAMINATIONS

COURSE CODE :PAD 330

COURSE TITLE: WORKSHOP IN PUBLIC ADMINISTRATION

CREDIT UNIT : 3CREDITS

INSTRUCTION : 1. Indicate your Matriculation Number clearly.

2. Attempt question one(1) and any other three (3) questions.

Four questions in all.

3. Question one (1) is compulsory and carries 25 marks, while the other questions carry 15marks each

4. Present your points in coherent and orderly manner.

TIME ALLOWED : 3HRS

Question 1: Explain the meaning of an index and its purpose. (12.5 Marks) State and explain the five types of card index you know. (12.5 Marks) =25 Marks

Question 2: Explain the concept of DISCIPLINE and INDISCIPLINE in relation to an organization. 15 Marks

Question 3: Explain what a draft is as a means of communication in an office and state its features 15 Marks

Question 4: Define Misconduct and how do you address misconduct? (15 Marks)

Question 5: What does Handing over Notes contain? (7.5Marks) State the function of an office (7.5 Marks)