



NATIONAL OPEN UNIVERSITY OF NIGERIA
University Village, Plot 91, Cadastral Zone, Jabi, Abuja
FACULTY OF SOCIAL SCIENCES
DEPARTMENT OF POLITICAL SCIENCE
2022_2 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? **(8.7 marks)**

5. (a) Name the purpose on which Wages/salaries are paid to employees. **(6.3 marks)**
(b) Explain the characteristics of salary and wages. **(11.2 marks)**