



**NATIONAL OPEN UNIVERSITY OF NIGERIA
DEPARTMENT OF POLITICAL SCIENCE
FACULTY OF SOCIAL SCIENCES**

2024 1 EXAMINATION

COURSE CODE: POL343

COURSE TITLE: Theories and Practice of Public Administration

CREDIT UNIT: 3 CREDIT UNITS

TIME ALLOWED: 3Hrs

INSTRUCTION: ANSWER ANY FOUR QUESTION

All questions carry equal marks (17½marks each)

Questions

Answer FOUR questions

1. Give a vivid description of public administration as concept?
2. Explain the characteristics of an organisation
- 3a. Discuss the purposes for payment of wages/salaries to employees
- 3b. Explain the elements of payment of salary
- 4a. Mention and explain leadership skills
- 4b. What are the qualities of a leader
- 4c. Explain leadership styles
- 5a. Discuss the various methods of job analysis
- 5b. What are the procedures for reaching decision?