



**NATIONAL OPEN UNIVERSITY OF NIGERIA,
UNIVERSITY VILLAGE, PLOT 91 CADASTRAL ZONE NNAMDI AZIKIWE
EXPRESSWAY JABI, ABUJA NIGERIA
FACULTY OF MANAGEMENT SCIENCES
DEPARTMENT OF PUBLIC ADMINISTRATION
2024_2 EXAMINATION**

COURSE CODE: PAD 330

COURSE TITLE: WORKSHOP IN PUBLIC ADMINISTRATION

CREDIT UNITS: 3

TIME ALLOWED: 3Hrs

INSTRUCTIONS:

- 1. Attempt four (4) questions in All, Question one (1) and any other three (3)**
- 2. Question number 1 is compulsory and carries 25 marks, while the other questions carry 15 marks each**
- 3. Present all your points in coherent and orderly manner**

1. a) What do you understand by the principles of office layout? **(5mks)**
b) Outline the types of office layout. **(10mks)**
c) List the importance of office. **(10mks)**
2. a) Write a short note on a “small office”. **(5mks)**
b) Enumerate and explain the different classification systems of official files in public service. **(10mks)**
3. What are the functions of the head of Finance and Acct in the MDAs? **(15mks)**
4. a) What are the objectives of Annual Performance Report? **(5mks)**
b) What is the Period of Annual Performance Reports on Senior Officers? **(10mks)**
5. a) Define the term Public Finance. **(5mks)**
b) What should be the attitude of public servants to public funds? **(10mks)**