



**NATIONAL OPEN UNIVERSITY OF NIGERIA**  
Plot 91, Cadastral Zone, Nnamdi Azikiwe Express Way, Jabi – Abuja  
**FACULTY OF MANAGEMENT SCIENCES**  
**DEPARTMENT OF PUBLIC ADMINISTRATION**  
**2020\_1 EXAMINATION**

**COURSE CODE:** PAD712

**COURSE TITLE:** ADMINISTRATIVE THEORY

**CREDIT UNITS:** 2.

**INSTRUCTION:**

1. Indicate your Matriculation Number clearly
2. Attempt question one (1) and any other two (2) questions – three questions in all
3. Question one (1) is compulsory and carries 30marks, while the other questions carry 20marks each.
4. Present all your points in coherent and orderly Manner

**TIME ALLOWED:** 2 Hours

- 1(a) Administration is said to be a process of getting things done. Discuss. (5 marks)
- (b) Mention and discuss the clearly defined aspects of administrations. (5 marks)
- (c) Name and explain the three aspects of organisation that you are familiar with. (5 marks).
- (d) State the similarities and differences between administration and management. (5Marks)
- (e) Behaviour is basically goal oriented/driven. Expatiate in this analogy. (10 marks).
2. Explain the concept of the chief executive officer. (10marks)
- (b) Identify and explain the roles of the CEOs.in an organisation. (10 Marks).
- 3(a) Public administration is said to be the action of part of government .Discuss. (10marks)
- (b) State the difference between Public and Private Administration. (10marks)
4. Define bureaucracy and state its salient function in modern and emerging democracies. (20marks)
5. Characterize the Nigerian Civil Service. (20marks).