



**FACULTY OF MANAGEMENT SCIENCES  
DEPARTMENT OF PUBLIC ADMINISTRATION  
NATIONAL OPEN UNIVERSITY OF NIGERIA  
2023\_2 EXAMINATIONS**

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**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 One:** A. Explain the meaning of an index and its purpose. (12.5 Marks). B) List the five types of card index you know and explain two. (12.5 Marks) =25 Marks

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

**Question Three:** What are those things to consider while arranging an office furniture and equipment? (15 Marks)

**Question Four:** Write out these abbreviations in full. (15 Marks)

4:l. A.b.c

li. E.T.C

Perm

lii . a/c

Iv. F & P.A

V. P.S

Vi. A.f.c

Vii. f.f.a

Viii. Pp (or pp)

Ix. F.i.o

X. P.T.O

Xi. A.I.E

Xii. F.n.a

Xiii P.U

Xiv a.y.c

Xv. P.V

Xv. F.y.c

Xvii. B/F

Xviii. F.y.i

Xix b.o.f

Xx. B.U. (15 Marks)

**Question Five:** What are the meanings of these words? (15 Marks)

1. Ad infinitum

2. Ad valorem

3. idem (id)

4. inter alia

5. in toto

6. ipso facto

7. pari passu

8. per se

9. Prima facie

10. pro rata

11. sine die

12. Status quo

13. ultra vires

14. vide

15. Viz