



**NATIONAL OPEN UNIVERSITY OF NIGERIA
14/16 AHMADU BELLO WAY, VICTORIA ISLAND, LAGOS
SCHOOL OF MANAGEMENT SCIENCES
JUNE/JULY, 2013 EXAMINATIONS**

COURSE CODE: MPA851 **CREDIT UNIT:** 2
COURSE TITLE: INTRODUCTION TO PUBLIC ADMINISTRATION
TIME ALLOWED: 2 hrs.
INSTRUCTIONS: 1. Attempt question Number one (1) and any other two (2).
2. Question number 1 is compulsory and carries 30 marks, while the other questions carry equal marks each
3. Present all your points in coherent and orderly manner

Question 1

Public Administration is defined as a body of knowledge systematized and synthesized from various public utterances and action. List and explain its basic principles.

Question 2

Frederick Taylor the Father of Scientific Management was resolutely committed to eliminating the inefficient and wasteful practices in organization, What were its basic management tools in achieving these.

Question 3

Gantt (1891-1919) was a disciple of Frederic Taylor's idea of scientific management, especially the incentive system, List other useful contributions he made to the scientific management movement.

Question 4

Define the 'Concept of the chief Executive Officer'. List and explain the typologies of the Chief Executive Officer. What are the Operative Duties of the CEO.

Question 5

Communication is regarded as a management function, expatiate on this concept. Explain those factors that influence the effectiveness of organizational communication and the communication process in any organization.