



**NATIONAL OPEN UNIVERSITY OF NIGERIA
14-16 AHMADU BELLO WAY, VICTORIA ISLAND, LAGOS
SCHOOL OF MANAGEMENT SCIENCES
JANUARY/FEBRUARY 2013 EXAMINATION**

Course Code: BHM 747 Course Units 2
Course Title: Introduction to Public Administration

Time Allowed: 2hrs

Instructions: 1. Attempt question number one (1) and any other two (2).
marks each.
2. Question number 1 is compulsory and carries 30 while the other 2 questions carry 20 marks
3. Present all your points in coherent and orderly manner.

1. The control of public administration is necessary to ensure effectiveness and efficiency of public services and institutions. What are the control processes of public administration in Nigeria (30 marks).

2. Discuss in detail the characteristics of Max Weber's Bureaucracy (20 marks).

3a Explain the three broad categories of public policies (8marks).

3b Examine the stages of the policy making process (12 Marks) (20marks).

4a. Identify the various groups of activities in an organization (10 marks).

4b. Discuss the steps in planning that are found to be useful to managers in organizations (10 marks). (20 marks).

5. Discuss the critical steps in decision-making process (20 marks).