



**NATIONAL OPEN UNIVERSITY OF NIGERIA**  
**14-16 AHMADU BELLO WAY, VICTORIA ISLAND LAGOS**  
**SCHOOL OF MANAGEMENT SCIENCES**  
**MARCH/APRIL 2015 EXAMINATION**

**Course Code:** MGS747

**Credit Units:** 2

**Course Title:** INTRODUCTION TO PUBLIC ADMINISTRATION

**Time Allowed:** 2 Hours

- 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 two questions carry 20 marks each.**
  - 3. Present all your point in coherent and orderly manner.**

- 1. Business administration in simple terms is everything that encompasses a business: Explain. 30 marks**
- 2. Outline the three (3) levels of public administration and explain each of them in not less than 200 words. 20 marks**
- 3. Write short note of the following ;**
  - (a) The Nigerian civil service**
  - (b) Functions of Bureaucracy**
  - (c) Meaning of Bureaucracy. 20 marks**
- 4. Outline the six (6) essential groups in an organizational operation. 20 marks**
- 5. What are the differences between the private administration and the public administration? 20 marks**