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SCHOOL OF BUSINESS STUDIES
DEPARTMENT OF GENERAL STUDIES AND MANAGEMENT
BACHELOR OF BUSINESS ADMINISTRATION
END OF SECOND SEMESTER EXAMINATION, 12018/19 ACADEMIC YEAR
LEVEL 100
CSBG 148: INTRODUCTION TO PUBLIC ADMINISTRATION

May, 2019

(70 marks)

Time: 2 hrs

General Instructions: The paper is in **two (2) sections**; Section A and B. Answer **all questions** in section A and any **three (3) questions** in section B. All answers should be written in the answer booklet.

SECTION A (25 MARKS)

INSTRUCTIONS: *Answer all questions in this section*

1. Describe **four (4)** merits of local government system in the Republic of Ghana.(4 marks)
2. Identify **four (4)** elements of administration.(8 marks)
3. Describe the **three (3)** arms of government. (6 marks)
4. Identify **seven (7)** reasons why it's important for modern governments to embrace e-government strategy. (7marks)

SECTION B (45 MARKS)

INSTRUCTIONS: *Answer any three (3) questions from this section.*

QUESTION ONE

The study of Public Administration takes different approaches. Outline and discuss the **three (3)** approaches to the study of public administration. (15 MARKS)

QUESTION TWO

Discuss **four (4)** importance of studying public administration in our universities. (15 MARKS)

QUESTION THREE

Public administrators require certain skills to be effective and efficient as they discharge their duties for the state. Discuss **three (3)** skills required of public administrator. (15MARKS)

QUESTION FOUR

Discuss **three (3)** similarities between Public and Private Administrators. (15 MARKS)

QUESTION FIVE

Explain **five (5)** dimensions of honour associated with public office. (15 MARKS)