1. Administer originated from the Latin word........................................ meaning to ..................................................

2. What is Public Administration?

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3. Outline ONE MAIN difference between public and business administration

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Examiner: Thomas Buabeng, PhD.
4. State ONE principle of Max Weber’s Ideal Type Bureaucracy

5. Which of the following is NOT a true feature of democracy
   a. Periodic free and fair elections
   b. The rule of law
   c. Participation
   d. Freedom of speech and association
   e. None of the above

6. Which of the following is NOT a core value of public administration?
   a. Elections
   b. Transparency
   c. Accountability
   d. Honesty
   e. responsibility

7. Public Administration of today is not the same as private sector administration
   a. True
   b. False

8. Which of the following statements is not TRUE
   a. Private administration is for serving selfish interest whereas public administration is all
   b. The objective of private administration can always be quantified
   c. Public administration is political while private administration is non-political
d. Public administrators are accountable to the public whereas business administrators are accountable to their shareholders.

e. All the above

9. One of the following is **NOT** part of Ghana’s public service
   a. The Civil Service
   b. The National Service Scheme
   c. Local Government Service
   d. Ghana Education Service
   e. The Prisons service

10. Which system of government is Ghana practicing?
   a. Mixture of presidential and authoritarian
   b. Mixture of parliamentary and monarchy
   c. Mixture of presidential and oligarchy
   d. Mixture of presidential and democracy
   e. None of the above

11. **Security of tenure** for civil servants means

12. What is meritocracy?

13. According to Max Weber, promotion in public bureaucracy must be based on
14. Outline ONE MAIN differences between politics and administration:

15. The "translation of politics into the reality that citizens see every day" can also be referred to as

16. Which of the following is NOT a concern of public administration
   a. Promoting Publicans
   b. Policy Sensitivity
   c. Implementation Capability
   d. Policy Making Ability
   e. Shared Social Reality

17. Outline ONE main difference between politics and administration?

18. The totality of organizational processes and human resources employed by the state to transact the business of governance is called

19. Which of the following is the MOST visible part of Ghanaian Public Administration System.
   a. The civil service
   b. The legislature
   c. The executive
   d. The electoral commission
20. How many local government units are in Ghana? .................................................................

21. Which of the following is not a feature of bureaucracy?
   a. Hierarchy of authority
   b. Functional specialties
   c. Fairness based on rules
   d. Red-tapeism
   e. None of the above

22. The type of authority that rests on a belief in the sanctity of immemorial values and norms and the right of those elevated to authority under such beliefs to issue commands is referred to as:
   a. Rational
   b. Traditional
   c. Charismatic
   d. Democratic
   e. Autocratic

23. How many governments have Ghana experimented with under the 1992 4th Republican Constitution? .................................................................................................

24. How many electoral constituencies are in Ghana currently? ..................................................

25. Which of the following scholars is associated with the orthodox politics and administration dichotomy debate?
   a. Woodrow Wilson
   b. David Easton
   c. Paul Appleby
   d. Harold Lasswell
   e. Max Weber
26. State one argument by the modified model of the politics-administration dichotomy

27. Which of the following defines authoritarian government?
   a. System of governance where the form of social control is characterized by strict adherence to
      the authority of the state or organization.
   b. a population organized in associations voluntarily and independent from the state
   c. A regime in which the crown exercises powerful and actual political power as the head of state
      and government.
   d. Form of government where some citizens have more rights than others
   e. None of the above

28. Is a regime in which the monarch is the symbolic head of state but real decision making power is in the hands of
   other institutional authorities such as legislators, the prime Minister, and other officials?

29. Which of the following is NOT TRUE
   a. Policy is the political determinant of what government decides to do or not to do
   b. Administration is the implementation of the policies decided on by government
   c. Administration is the channel through which public policy is realized
   d. Politics is the formulation and implementation of government policies
   e. None of the above

30. State ONE main deference between autocracy and oligarchy as forms of government:

Examiner: Thomas Buabeng, PhD.
31. Which system of government did Ghana practice between 1969 and 1972?
   a. Presidential
   b. Parliamentary
   c. Mixture of presidential and parliamentary
   d. Autocracy
   e. Oligarchy

32. Why is Ghana described as a fourth republic?
   a. Ghana has experienced four coup de tats after independence
   b. Ghana currently has the fourth democratic government since independence
   c. Ghana currently has four main public sectors after independence
   d. Ghana has four past presidents
   e. None of the above

33. Give TWO examples of State Owned Enterprises in Ghana's
   a. ..........................................................
   b. ..........................................................

34. “The field of administration is a field of business. It is removed from the hurry and strife of politics”.
   This statement is attributed to which of the following scholars?
   a. Frank Goodnow
   b. Woodrow Wilson
   c. John Pfiffer
   d. Montjoy & Watson

35. Which of the versions of the dichotomy endorsed the involvement of administrators in policy making
   but prohibits politicians from interfering in the administration of policies?
   a. The orthodox version
   b. The modified version
   c. The partnership model
   d. Complementarity model
36. Public simply means.................................
   a. Management of affairs and implementation of policies and programs
   b. Management of affairs and policy making
   c. The day-to-day management of activities and politics.
   d. Policy implementation and politics
   e. Something that is open to all

37. While politicians formulate policies, administrators..........................
   a. Make and implement policies
   b. Make policies
   c. Formulate and control policy implementation
   d. Manage the affairs of the private sector
   e. None of the above

   a. Presidential system
   b. Parliamentary system
   c. Mixture of presidential and parliamentary
   d. Democracy
   e. Autocracy

39. What does the impartiality of public administrators mean?
   a. They do not discriminate
   b. They do not take credit or blame for their actions
   c. They have security of tenure
   d. Their offices are protected by the constitution
   e. None of the above
40. State one reasons why it is difficult to have a single definition for public administration as argued by Dwight Waldo

41. Local government units have the powers to do the following EXCEPT...

a. Making bye-laws
b. Formulation and implementation of policies
c. Power to raise revenue
d. Sanction those who do not respect the bye-laws
e. Impeachment of the regional minister

42. Who defines administration in an opening sentence as 'when two men cooperate to roll a stone that neither could have moved alone, the rudiments of administration have appeared'?

43. For any two people to take action for a fruitful aim, the following ingredients of administration must be in place......

a. People, action and interaction
b. People, government and politicians
c. People, action and government
d. Action, interaction and government
e. None of the above

44. Administrator is NOT concerned with a cooperative activity.

a. True
b. False
45. Briefly define the concept “domination” as used by Max Weber

46. Which of the following is not true about civil societies
   a. A population organized in associations voluntarily
   b. It is marked off from the state
   c. It is the action part of government
   d. It is an interest based group
   e. It is owned by all the members

47. Every activity that involves the interaction of people is administration
   a. True
   b. False

48. State one main argument of the complementary scholars on politics administration dichotomy

49. is an ideology that seeks to establish a classless, stateless social organization based on common ownership of the means of production

50. All the following are types of authority except?
   a. Charismatic
   b. Legal rational
   c. Constitutionalism
   d. Traditional
   e. None of the above
51. Which of the following is not a potential benefit of bureaucracy?
   a. Speed
   b. Predictability
   c. Profitability
   d. Standardization
   e. Efficiency

52. State the chapter in the 1992 Forth Republican Constitution that describes the public service of Ghana.

53. Formal written instructions that specify actions to be taken under different circumstances to achieve specific goals may be described as ....
   a. Norms
   b. Rules
   c. Standard operating procedures
   d. Conventions
   e. Practices

54. Max Weber lived between 18.............. and 19...........................

55. Which of the following is not a constitutional body?
   a. The National Media Commission
   b. The Electoral Commission
   c. The National Commission on Civic Education
   d. The Brazil World Cup Commission of Enquiry
   e. The National Commission on Culture

56. ...............often and centrally serves as a kind of injunction, spoken aloud or in one’s heart to others, or to oneself to behave or not to behave in a certain way.
   a) An ethical judgment
   b) A legal judgment
c) A moral judgment

d) A philosophical judgment

e) Socio-cultural judgment

57. Conduct of Public Administration and Affairs in Ghana is characterized by all the following except:

a) an elite mentality
b) Well placed sense of purpose
c) disregard for time,
d) paternalism,
e) Gift giving and expectations.

58. In situations where official relationships are conceived and operationalized as blood relationships with responses like uncle, “wofa”, “togbe” irrespective of the age of the respondent, is known in ethics as

a) Paternalism
b) Nepotism
c) Materialism
d) Extended family
e) Immorality

59. “Everybody is saying that times are hard, the times are bad. But who are the times, we are the times. Let us be good. Such as we are, such are the times. Let us be good and the times will be well”. Who is associated with this statement?

a) St Augustine
b) St Andrew
c) Appleby
d) Lewis
e) None of the above

60. Which of the following is NOT a characteristic of conduct of Public Administration in Ghana?

a) An elite mentality
b) Disregard for time
c) Paternalism
d) Gift giving
e) None of the above

61. According to Thomas Dye, Public Policy is .........................
   a. Any action taken by the government
   b. Programmes and policies of government
   c. What government chooses to do or not to do
   d. The implementation of public agenda
   e. None of the above

62. A policy stage that is typically marked by discussion and debate between governments
   Officials, interest groups, and individual citizens is
   a. Agenda Setting
   b. Evaluation
   c. Legitimation
   d. Formulation
   e. Implementation

63. Public Policy is designed to .........................
   a. Improve living standards
   b. Solve problems facing societies
   c. Solve social problems and or exploits opportunities
   d. Add value to citizens
   e. Exploit opportunities

64. The universality of ethical values and principles that exist beyond time and are always and
everywhere applicable…
   a. Ethical standards
   b. Moral Absolutism
   c. Professionalism
   d. Norms
   e. Rules

65. The following are the types of domination. Pick the odd one out
   I. Traditional
   II. Legal-Rational
   III. Democratic
   IV. Charismatic
       a. I and II only
       b. I, II, and III only
c.I, II and IV only
d.I, III and IV only
e.None of the above

66. All the following can be classified as public policy except...
a. Laws and Regulations
b. Programmes and Projects
c. Acts of Parliaments
d. National budgets
e. Political party manifesto

67. A policy that seeks to share resources to the citizens of a country is known as............
a. Material policy
b. Collective policy
c. Distributive policy
d. Redistributive
e. None of the above

68. Policies can be categorized into ................................
a. The impact of the policy
b. The nature of the policy
c. What the policy seek to do
d. Supporters of the policy
e. All of the above

69. A process in which for a charismatic authority to persist, it either move towards the traditional or legal-rational authority .................................................................
a. Rationalization of Charisma
b. Routinization of Charisma
c. Retaining of Charisma
d. conversion of Charisma
e. Legalization of Charisma

70. All the following are stages involve in the policy process except
a. Evaluation
b. Formulation
c. Agenda Setting
d. Implementation
e. None of the above
71. All issues that are recognized as deserving of public attention and being seriously considered by the policy makers are more likely to find their way to legislation...
   a. Institutional Agenda
   b. Systematic Agenda
   c. Formulation
   d. Legitimation
   e. Implementation

72. Several strategies have been adopted to ensure that policies are successful at the implementation stage. Pick the odd one out
   a. Clear Communication
   b. Politicization
   c. Coordination
   d. Sufficient Resources
   e. Legitimation

73. Ethics is based on .............................
   a. Professionalism and politics
   b. Professionalism and religion
   c. Conscience and openness
   d. Conscience and professionalism
   e. Professionalism and education

74. Name and TWO approaches in studying public policy
   ..............................................................................................................................
   ..............................................................................................................................

75. Pick the odd one out in the study of the public policy process
   a. Formulation
   b. Implementation
   c. Evaluation
d. Agenda setting  
e. Institutionalization

76. .......................................................... Are defined as those actions which are considered “right behavior” in any society.  
   a. Norms  
   b. Ethics  
   c. Values  
   d. Morals  
   e. All of the above

77. A stage in the policy process in which programs or policies are carried out, the translation of plans into practice is  
   a. Institutional Agenda  
   b. Implementation  
   c. Evaluation  
   d. Formulation  
   e. Systematic Agenda

78. A theory that advocate that public policy is determined by a minority who have political and economic power with a shared common interest is called ..........................  
   a. Group Theory  
   b. Elite Theory  
   c. Corporatism Theory  
   d. Wealthy theory  
   e. None of above

79. Issues at the institutional agenda setting are often advocated by the following people except:  
   a. economic interest groups  
   b. Public crisis  
   c. Bureaucracy
d. Civil society groups

e. None of the above

80. Which theory argues that interest groups do not merely influence the policy process, they become part of the policy-making and implementation process?
   a. Corporatism
   b. Elite
   c. Group
   d. Distributive
   e. Mixed model

81. Which of the following is not an issue in administrative ethics?
   a. Whistleblowing
   b. Covering for the boss or colleague
   c. Conflict of interest
   d. Nepotism and patronage
   e. None of the above

82. Which among the following is a driver of high moral standard?
   a. Public disclosure
   b. Organizational loyalty
   c. Gift expectation
   d. Nepotism
   e. All of the above

83. A purposeful, goal-oriented action that is taken by government to deal with societal problems is
   a. Laws
   b. Policy
   c. Constitution
   d. Projects
   e. None of the above
84. A policy process stage which involves a careful and systematic study of how effective the new policy has been in addressing the original problem is
   a. Evaluation
   b. Implementation
   c. Formulation
   d. Legitimation
   e. None of the above

85. Ethics is to self-imposition as moral is to ..........................................................

86. ........................................are specific sets of written instructions about how to perform a certain aspect of a task.
   a. Legal Rules
   b. Standard Operating Procedures
   c. Code of conduct
   d. Ethics
   e. None of the above

87. Policies that make it to the systematic agenda are much more likely to find their way into legislation than those on institutional agenda.
   a. TRUE
   b. FALSE

88. Which of the following is not a cause of low ethical standards in Ghana
   a. Absence of Organizational loyalty
   b. Displaced sense of purpose
   c. No gift policy
   d. Paternalism
   e. None of the above
89. Which of the following necessitated the development of the principle of bureaucracy in Germany by Max Weber?
   a. The German revolution
   b. The second world war
   c. The industrial revolution
   d. The economic revolution
   e. The scientific revolution

90. Arise in periods of instability and crises when individuals believed to possess special gift of mind and spirit emerge to offer extra-ordinary measures.
   a. Traditional Authority
   b. Charismatic Authority
   c. Rational Authority
   d. Autocratic Authority
   e. Constitutional Monarchy

91. When a policy provides tangible resources or substantive power to its beneficiaries one hand and impose cost on others, and also regulate behavior is
   a. Material and Symbolic
   b. Distributive and Regulatory
   c. Redistribute and Private
   d. Material and Regulatory
   e. None of the above

92. In bureaucracy, everyone adheres to the rigid rules and laws.
   a. TRUE
   a. FALSE

93. Which of the following is not a civil society group?
   a. Political party
   b. Religious group
c. Football team

d. Students union

e. None of the above

94. Which of the following is a limitation of bureaucracy

b. Impersonality

c. Application of rigid rules and regulation

d. Discipline

e. Stability

f. Standardization

95. ________________________________ Defines Politics as the struggle for Power

a. Robert Dahl

b. Harold Lasswell

c. Andrew Heywood

d. Max Weber

e. Karl Marx

96. Administration was born when two people decided to take an action from one place to another

a. TRUE

b. FALSE

97. ____________________________ are sets of rules which are used to determine who is eligible to make certain decisions in a particular arena.

a. Regulations

b. Institutions

c. Constitution

d. Values

e. Customs

98. ____________________________ is said to be “good” when it allocates and manages resources to respond to collective problems.

a. Leadership

b. Governance

c. Monarch

d. Head of State

e. None of the above
99. ......................... is the legitimate use of power.
   1. Power
   2. Legitimacy
   3. Domination
   4. Authority
   5. Rationality

100. Which of the following is not a similarity between public and private administration.
    a. Hiring of people
    b. Establishment of goals
    c. Set up by people
    d. Policy implementation
    e. Security of tenure