

# National University of Lesotho

## B.A. Examination

### PA1302: Basic Concepts in Administration

August 2023

Marks: 100

Time: 3HRS

**Instructions:** Answer any **THREE** questions

1. Outline five factors/elements of the general organisational environment.
2. Outline the POSDCORB functions of managers.
3. Explain the four forms of an organisation.
4. Identify and discuss the factors that, according to Max Weber, should make bureaucracies the models of efficiency.
5. Explain the five elements found in an organisation's system.