

# National University of Lesotho

## B.A. Examination

### PA1302: Basic Concepts in Administration

May 2023

Marks: 100

Time: 3HRS

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

1. Identify the five basic concepts of administration.
2. Outline five factors/elements of the general organisational environment.
3. Explain the importance of a structure in an organisation.
4. Outline the POSDCORB functions of managers.
5. Explain the four forms of an organisation.