**Department of Public Administration**

**DESCRIPTION OF THE PROGRAMME**

Public Administration has been the dynamic business environment around the world. It is designed to provide exceptional cutting edge knowledge for School and Open and Distance Learning suited for Public Administration programmes. The programme is designed to provide functional, cost effective, flexible learning which adds lifelong value to quality education for all who seek knowledge.

BSc. Public Administration is designed to produce graduates who are well grounded in the Knowledge of Public Administration and who are adequately equipped to manage the private sector as well as the public sector business environment. The programme is also designed to produce graduates who can compete favourably with their counterparts in the global market as well as undertake post graduate programme leading to the award of Postgraduate Diploma in Public Administration (PGD), Master of Public Administration.

Admission and registration procedure are Online Based. Students are required to purchase their Admission forms from any of the Approved Studies Centres and then fill the form and submit Online. Admission list as well as individual student’s admission letter for successful candidates is published on GNOU website. Students are also expected to complete their procedure Online or be guarded be our Approved Studies Centres.

The programme is designed for the facilitation of learners in Public Administration as well as to produce manpower for development and to educate future leaders in the Financial Management and related fields of study or prepare them for managerial positions.

**ADMISSION REQUIREMENTS**

**(Public Administration, BSc**)

**Examination Types**

A minimum of 5 credits from WAEC/SSCE or NECO.

**Required Subjects**

English, Mathematics, Economics and two others at not more than two sittings.

Five credit passes in the GCE or equivalent examination, at least two of which shall be at the Advanced level or four credit passes at least three of which shall be at the Advanced level. Credit passes at the Ordinary Level must include English Language and Mathematics.

**Minimum Grade**

Credit passes (C6)

**PLUS**

ND (Upper Credit),

HND (Lower Credit) or

Final Certificate of relevant Professional Bodies in addition to five credit passes

**PROGRAMME REQUIREMENTS**

**Programme Structure**

Minimum duration of the Bachelor of Science (B.Sc.) Degree in Public Administration programme is four years of eight semesters and a maximum of eight years (of sixteen semesters) under flexible mode of study.

**Degree Rules**

To be awarded BSc. Degree in Public Administration, the student must pass a minimum of 120 credit units for UME or 90 credit units for direct entry. The minimum credit units include all compulsory courses and research project and exclude all general studies courses.

**COURSE CONTENT SPECIFICATIONS/SYLLABUS OF ALL** help the students to understand the number of compulsory courses to pass per semester and lecturers to know the kind of the units to teach the students. **Students are expected to choose one (1) out of the two available electives**

**OUTLINE OF COURSE STRUCTURE**

Minimum duration of the B.Sc. Degree in Public Administration Programme is four years of eight semesters and a maximum of eight years (of sixteen semesters) under flexible mode of study.

**COURSE CONTENT SPECIFICATION**

**FIRST YEAR: 1st Semester**

**GST 103 COMPUTER FUNDAMENTALS (C) CREDIT UNITS   3**

Introduction to basic programming, data types: constant and variables. Statement types; assignments statements, input–output states, control statements.

**GST 101: USE OF ENGLISH AND COMMUNICATION SKILLS I (C) – 2 CREDIT UNITS**

Listening enabling skills, listening and comprehending comprehension, note taking and information retrieval. Including data, figures, diagrams and charts. Listening for main idea, interpretation and critical evaluation. Effective reading. Skimming and scanning. Reading and comprehension at various speed levels. Vocabulary development in various academic contexts. Reading diverse texts in narratives and expository. Reading and comprehension passages with tables, scientific texts. Reading for interpretation and critical evaluation.

**GST 105: HISTORY AND PHILOSOPHY OF SCIENCE (C) – 2 CREDIT UNITS**

Nature of science, scientific methods and theories, law of nature, history of science, lost sciences of African, science, technology and inventions, nature and scope of philosophy in science, man, nature and his origin, man, environment and resources, Great Nigerian Scientist.

**GST 107: THE GOOD STUDY GUIDE (C) – 2 CREDIT UNITS**

Getting Started: How to use the book, why read about study skills, getting yourself organized, what is studying all about, reading and note-taking: introduction, reactions to reading, your reading strategy, memory, taking notes, conclusion. Other ways of studying: Introduction, learning in groups, takes and lectures, learning from T.V and Radio broadcasts, other study media. Working with numbers: Getting to know numbers, describing the world, describing the tables, describing with diagrams and graphs, what is good writing? The importance of writing, what does an essay look like, what is a good essay, conclusion. How to write essays: Introduction, the craft of writing, the advantages of treating essay writing as a craft, making your essay flow, making a convincing case, the experience of writing. Preparing for examination.

**BUS 105: ELEMENTS OF MANAGEMENT 1 (C) – 2 CREDIT UNITS**

Definition, Nature and purpose of Management, Values of Management- Is management art or science?, Management vs. Administration, the Environmental Factors of Management, Management Objectives and Management Skills, Principles of Management, Departmentalization, Line and Staff Relationship, Functional Authority, Delegation of Authority, Centralization of Authority, Business Structure, Span of Control, Organizational Structure and Chart, Principles of Management

**CSS 111:  INTRODUCTION TO SOCIOLOGY (C) – 3 CREDIT UNITS**

Definition of sociology, scope of sociology and its methods. Social Institutions and their impacts on the society, basic social institutions and their characteristics, functions of social institutions culture and its influence on individual, group and society; culture as a mode of communication, cultural norms, values, folkways, Socialization, basic goals of socialization, agents of socialization, the process of socialization and its impact on the personality of the individual; structure and the importance of the family as a basic social institution.

**CSS 121: INTRODUCTION TO PSYCHOLOGY (E) – 3 CREDIT UNITS**

Philosophical Basis of Psychology, the Growth of Scientific Psychology, Schools of Psychology. Theories of Personality.  The measurement of Personality.  Situation determinant of behaviour.  Psychotic behavior, conduct disorders.  Neurotic behavior. Attitude to change.  Behavioral differences and diagnostic groups.  Psychotherapy. Influence of Culture on behaviour.  Basic Psychological processes in learning. Motivation. Remembering and forgetting. Fields and careers in Psychology in Nigeria.

**ECO 121: PRINCIPLES OF ECONOMICS 1 (C) – 3 CREDIT UNITS**

The role of economics in society and within the cooperative firms,  the uncontrollable economic environments, economic plans, economic data, the future development and trends of modern economic systems, principles of economics, the structure and regulation of the economic systems, economics as a social science concerned with human behaviour in the context of cooperative business management, public finance, national income accounting and  international trade and balance of payments, the importance of money and banking in the Nigerian economy, the basis of economic development, growth and planning, the activities of international and regional organization with reference to their impact on the Nigerian economy, demand for and supply of money, the operations, workings, functions and control of the various types of finance and deflation, monetary and fiscal policies, the importance of the Nigerian capital and money markets, the scope of public finance, the relationship between taxation and fiscal policy, budgeting in the Nigerian public sector,  public debt and the concept of unemployment.

**MTH 105: MATHEMATICS FOR MANAGEMENT SCIENCES (C) – 3 CREDIT UNITS**

**(Some Mathematics basics courses)**

**GST 102:  USE OF ENGLISH AND COMMUNICATION SKILLS II (C) – 2 CREDIT UNITS**

Writing paragraphs: Topic sentence and coherence. Development of paragraphs: illustration, Description, cause and effect including definitions. Formal letters; essential parts and stylistic forms, complaints and requests; jobs, ordering goods, letters to government and other organizations. Writing reports; reporting event, experiments. Writing summaries: techniques of summarizing letters and sounds in English, vowels and consonants. Interviews, seminar presentation, public speech making, articles, concord and sentences including tenses. Gerund, participles, active, passive and the infinitive. Modal auxiliaries.

**PAD122: INDUSTRIAL AND ORGANISATIONAL PSYCHOLOGY (C) -3 CREDIT UNITS**

In order to meet the objective above, the course include the following: selection and assessment, training and learning at work, performance appraisal, organizational change and development. ergonomics and equipment design, attitudes at work, work design, interpersonal skills, career choice, development and counseling, safety and health in the work place, equal opportunities, well-being and Work.

**FIRST HYEAR: 2nd Semester**

**POL 124: ORGANIZATION OF GOVERNMENT (C) - 3 CREDIT UNITS**

The concept, functions and scope of government. The organs of government and their functions e.g the legislature, the executive and the judiciary. The types of political/administrative systems in Nigeria from the first republic till date e.g. parliamentary system of government, military system of government and presidential system of government.

**POL 126: CITIZENS AND THE STATE (C) -3 CREDIT UNITS**

The course emphasizes the relationship between the Citizens and the State in terms of duties and obligations of one to the other, the nature of strained relations or conflicts between both and the process of rectification. Others include; Political obligations, basis of freedom, loyalty and patriotism, etc.

**BUS 106: ELEMENTS OF MANAGEMENT 11 (E) – 2 CREDIT UNITS**

The course contents include nature of management principles, roles and responsibilities of management, social responsibility of the manager, how to be a successful manager, management by objective, history of management, schools of thought on management Part I and II, contributors to management theories, delegation of authority Parts I and II, authority nature and types of power, authority methods of influence and application in organization as well as communication

**ECO 122: PRINCIPLES OF ECONOMICS 11 (E) – 3 CREDIT UNITS**

The Basic Problem of scarcity and Choice: the Methodology of Economic Science; the General Principles of Resource Allocation; the Concepts of Optimality and Equity; Equilibrium and Disequilibrium; Micro-economics versus Macroeconomics: Demand, Supply and Price: Types of Resources Allocation Decision; Methods of Resource Allocation in an Economy: Theory of the Firm; Introduction to Welfare Economics. Introduction to Macroeconomics: National Income Determination; the Public Sector in the National Economy; Macroeconomic Policy Objectives and Instruments; Introduction to Money and Banking, Introduction to Economic Growth and Development. Trade Politics with Particular reference to Nigeria

**MTH 106: MATHEMATICS FOR MANAGEMENT SCIENCES II (E) – 3 CREDIT UNITS**

(See Department of Mathematics, Faculty of Science)

**SECOND YEAR: 1st Semester**

**GST 201: NIGERIAN PEOPLES AND CULTURE (C) – 2 CREDIT UNITS**

Nigerian history, culture and arts in pre-colonial times; Nigerians; perception of their world; culture areas of Nigeria and their characteristics; evolution of Nigeria as a political unit; indigene/settler phenomenon; concepts of trade; economic self-reliance; social justice; individual and national development; norms and values; negative attitudes and conducts (cultism and related vices); re-orientation of moral and national values; moral obligations of citizens; environmental problem.

**STT 205: STATISTICS FOR MANAGEMENT SCIENCES I (C) –3 CREDIT UNITS**

The course contents include statistics and decision making process, data (its nature, source and methods of collection), summarizing data, graphical presentation of data, measure of central tendency (arithmetic mean, geometric means and harmonic mean, median and mode), fractiles, skewness and kurtosis, measures of dispersion, set theory, permutations and combinations, some elementary probability concepts, probability rule, events and BA theorem, probability distribution of a discrete random variable, binomial distribution, Poisson distribution, the hyper-geometric distribution and normal distribution.

**BUS 205:** **INTRODUCTION TO BUSINESS (C) – 3 CREDIT UNITS**

Concept, planning and background of the word business;  definition  of profit and its importance;  types of business organizations in terms of the ownership structures; business organizational structures; activities of a business in terms of various organic and auxiliary functions of a business; meaning, types and policy issues in business environment; legal issues and solution in business environment: sales of goods, law of contract, business law; role of government in business; role of international organizations; industrialization and development; social responsibility of business system; business ethics.

**ACC 203: INTRODUCTION TO FINANCIAL ACCOUNTING I (C) – 3 CREDIT UNITS**

The Nature and Scope of Accounting, the Functions of Accountants, the Accounting Function and its Relationship with the Information System of Organizations, Accounting Procedure and Systems: Double Entry Book – Keeping Systems, the Trial Balance, Accounts, Pre-payment and Adjustments Classification of Expenditure between Capital and Revenue, Methods of Recording Accounting Data, Manual and Mechanical, Trading and Profit and Loss Accounts and Balance Sheets of a Sole Trader, Accounting Treatment of Control, Accounts and Bank Reconciliation.

**BUS 207: BUSINESS COMMUNICATION (C) – 2 CREDIT UNITS**

As contained in the Department of Business Administration

**PAD 251: INTRODUCTION TO SOCIAL PSYCHOLOGY – 3 CREDIT UNITS**

Scope and methods of contemporary social psychology.  Nature and functions of theories in social psychology.  The social context of behavior.  Social learning.  Motivation and perception.  Person perception.  Theories of social interaction.  Co-operation and Competition.  Problems of aggression.  Violence and War.

Group processes and inter-group relations.  Attitude formation and change. Communication and effect of mass media.  Psycholinguistics, Cross cultural studies of personality and cognition.  Social Psychological aspects of social change.  Attitude change.  Changing the Behaviour of others; Conformity, Compliance, and obedience.  Unintentional Social Influence.  Inter-personal Attraction.  Altruism and Helping.

**ECO 231: MICRO ECONOMIC THEORY  I (C) - 3 CREDIT UNITS**

Elementary presentation of microeconomic theory.  Topics include the nature and scope of economics and the distinction between micro and macro-economics; tools of economic analysis and scientific method; basic concepts in economies; the price theory; consumer behavior; theory of supply especially analysis of production costs; equilibrium of the profit maximizing firm and types of competition; factor market analysis and the theory of distribution; Introduction to welfare economics.

**GST 202:  FUNDAMENTALS OF PEACE STUDIES AND CONFLICT RESOLUTION (E)**

**(2 CREDIT UNITS)**

Definition Causes and Types of Conflict, Conflict Theories, Phases in Conflict, Conflict Analysis, Conflict Transformation, Relationship between Perception and Conflict, Language Barriers in Conflict and Resolution, Early Warning and Early Response Mechanism, Arms Control and Demilitarization, Peace and Education.

International, Continental and Regional Organizations in the Pursuance of World Peace, Peaceful Methods of Conflict Resolution I, Peaceful Methods of Conflict Resolution II, Coercive Means of Conflict Resolution, Gender Issues and Humanitarian Intervention.

**STT 206: STATISTICS FOR MANAGEMENT SCIENCES 11 (E) – 3 CREDIT UNITS**

Nature of Statistics, Statistical Inquiries, Forms and Design. The Role of Statistics, Basic Concepts in Statistics, Discrete and Continuous Variable, Functional Relationships, Sources of Data, Methods of Collecting Primary Data, Presentation of Statistical Data, Measures of Central Tendency, Measures of Dispersion, Moments, Skewness and Kurtosis, Elementary Probability Distribution, Normal Binomial, Poisson and Hyper geometric. Elementary Sampling Theory, Estimation, Theory, Student’s Distribution, Statistical Decision Theory, Tests of Hypotheses for Small and Large Samples, Chi-square Distribution and Test of Goodness of Fit, Linear Regression. Correlation Theory, Index, Numbers, Time Series and Analysis of Time Series.

**CIT 202: APPLICATION OF COMPUTER IN BUSINESS (C) – 3 CREDIT UNITS**

Introduction to Computer, Computer Hardware, Computer Software, Basic Computer Operations, Operating Systems, Computer Application Systems, Database Management System, Systems Development Life Cycle, Computer Networks, The Internet, Computer Security, Health and Safety, Information Communication Technology.

**SECOND YEAR: 2nd Semester**

**PAD 202: INTRODUCTION TO PUBLIC ADMINISTRATION (C) – 3 CREDIT UNITS**

Background to Public Administration; Nature of Public Administration; Similarities and Differences between Public and Private Administration, Functions of Public Administration, Schools or Conceptual Approaches to the study of Public Administration; the Goal Model, System Model, Decision-Making Model, the Classical Model, Human Relations Model, Sociological Model, Classifications or Typologies of Organizations.  Bureaucracy – Nature, Strengths and Weaknesses, Features of Ideal type Bureaucracy, Functions, Public Administration in National Development – Growth and Development, Reforms of the Civil Service, Changing Role of Socio-Economic and Political Transformation.  International Public Administration and its Relationship with Domestic Public Administration

**POL 204: INTRODUCTION TO POLITICAL SCIENCE (C) – 3 CREDIT UNITS**

Nature, Scope and uses of political science; Politics defined; Political Science and other social sciences; Major Concepts of Political Science e.g. Nation, State, Sovereignty etc.  Use of Political Science; Nature and Functions of government; Organs of government; Types of government.   Government and Law; Constitutions – Nature and types: Rule of Law, Nature, Assumptions and breaches;  Nature of Delegated legislation, advantages and disadvantages; Discretionary power; Separation of powers; Political parties – nature and theories; Nature and functions of Public Administration; The Nigerian Civil Service and national development; International Relations; Foreign Policy – nature and functions.

**ENT 202: INTRODUCTION TO ENTREPRENEURIAL VENTURES (C) – 2 CREDIT UNITS**

Scope of Business Social Ventures, Character of Ventures, Forms of Business Ownership, Organisation and Management, The Marketing Function, Production Function, Finance and Accounting Function, Human Resource Function, Government and Business, The Social Responsibility of Business, International Business, Concept of Social Goods, The Creation of Social Networks, Non-governmental Organizations and Practice in Evolving Non-profiting Organization

**THIRD YEAR: 1st Semester**

**PAD 305: ELEMENTS OF GOVERNMENT   (C) – 3 CREDIT UNITS**

Nature of Politics: Society and Social Organization: The State. The Problem of Law; Constitution and Constitutionalism; Political Ideology. The Classical Heritage, Plato, Aristotle; Solecism and Pox Romanica: Revolt, Towards the Mass Man. Organs of Government (National Governmental Institutions); Public Administration; Political Parties and Pressure Groups; Public Opinion and Propaganda; Elections; International Order.

**PAD 301; INTERGOVERNMENTAL RELATIONS (C) – 3 CREDIT UNITS**

Federalism and IGR:   Theories and Approaches to Federalism and IGR, Historical Development of the Nigeria system; Regulatory federalism:  The changing Roles of federal, State and Local Governments; Intergovernmental Politics and Actors:  The Legislative, Executive, Judiciary, Bureaucracy and Interest Groups; Politics and Actors:  The Legislative Executive, Judiciary, Bureaucracy and Interest Groups: Political Aspects of IGR: Bureaucracy, Politics and Public Policy; Fiscal Federalism and Financing: the Assignment of   Expenditure Responsibilities and Revenue Rights – Sole and Concurrent Responsibilities, Taxes and other sources of Revenue, and vertical Imbalance and Horizontal Disparities:  The Future of IGR:  Reforming Bureaucracy, Intergovernmental Programmes, Policy Making and Implementation.

**CLL 307:  COMMERCIAL LAW (C) -3 CREDIT UNITS**

**(AS IN FACULTY OF LAW)**

**PAD 341: PUBLIC ADMINISTRATION IN NIGERIA (C) – 3 CREDIT UNITS**

Background to Public Administration; Nature of Public Administration; Similarities and Differences between Public and Private Administration; Function of Public Administration, Schools or Conceptual Approaches to the study of Public Administration.

**PAD371: PUBLIC PERSONNEL ADMINISTRATION  (C) – 3 CREDIT UNITS**

Personnel Management principles, Approaches of Personnel Management, Line and Staff Organization structure, Personnel Policies.  Employment Procedures and Processes.  Advancement; training and executive development; Compensation; job evaluation Systems, Incentive Systems.  Job analysis Manpower Planning, safety and health programmes and Employee Services Programmes.  Employee Integration need pattern: Motivation, processing grievances and Communication process.

**PUL 337:  ADMINISTRATIVE LAW (C) – 3 CREDIT UNITS**

Administrative process, Purposes of Government; Separation of Powers; Legislation, Delegated legislation, Redress of Grievances, Public Corporations; Discretionary Powers; Case Studies.

**CRD 305: RURAL DEVELOPMENT  (C) – 2 CREDIT UNITS**

The concept of Rural, Definition and characteristics of rural areas, The concept of development, Dimensions of development, such as social development, economic development, Political development and Cultural development, Meaning of Rural development, Comparison of rural and urban areas, strategies/models of rural development, the necessity of rural development, Planning, implementation and appraisal of rural development project, Rural development project financing, Challenges of rural development in Nigeria, case studies from Nigeria.

**ENT301: SOCIOLOGY OF ENTREPRENEURSHIP   (C) –2 CREDIT UNITS**

Socio Profile of the Entrepreneur, meaning of Entrepreneur, early views and contemporary of who the Entrepreneur is, Personality traits of the Entrepreneur such as innovativeness, achievement, independence, risk taking, leadership and optimism, Determinants of Entrepreneurial personality, Theories of Entrepreneurship, Evolution of the concept of the Entrepreneur, Emergence of sociology of Entrepreneurship, Sociology of Entrepreneurship in Nigeria/Nigeria Economic history, Entrepreneurship and Economic development in Nigeria, Factors affecting Entrepreneurship growth in Nigeria, Reasons for Entrepreneurship.

**GST302:  BUSINESS CREATION AND GROWTH   (E) – 2 CREDIT UNITS**

**As in Centre for Entrepreneurship**

**PAD 326: ORGANISATION AND ADMINISTRATIVE THEORY (C) – 3 CREDIT UNITS**

Origins, Structure and Management of Organizations, Formal and Informal Organizations.  The Impact on Informal Norms in Formal Organization.  Organization Theories; Co-ordination, Efficiency, Retrenchment and Growth, Motivation, Leadership, Communication and Dynamics of Change in Organization.

The concept of Administration, its Emergence, Complexity and Maintenance; Efficiency in Public Administration, Politics and Administration Dichotomy. Decentralization. Deconcentration and Devolution, Delegation, Conflict Resolution Strategies; Leadership and Innovation, Communication Skills.

**THIRD YEAR: 2nd Semester**

**PAD 302: TRADITIONAL ADMINISTRATIVE SYSTEM IN NIGERIA (E) – 3 CREDIT UNITS**

Early History of Nigeria, Nok Culture in Delta, Migration and Formation of Centralized Institutions.  Hausa State. Kanem-Borno; Yoruba States, Benin etc. Administration in those states.  Formation of Acapahellous Groups East and West of the Niger, Delta, North and South of the Benue, Administration within these groups.

**PAD 308: NIGERIAN GOVERNMENT AND POLITICS (C) -3 CREDIT  UNITS**

This course introduces students to the various constitutional developments in Nigeria till date e.g. Clifford, Richard, Macpherson, Littleton etc. It will also look at critical issues in Nigeria politics as the Federal arrangement and Division of Powers (Nigerian Federalism), census, elections, representation, will be discussed.

**PAD 312: MANAGEMENT OF PUBLIC SERVICE (C) –3 CREDIT UNITS**

The course examines management practices in public sectors, compares the administrator/civil servant with the manager and highlights their various constraints,  discretionary powers in public sectors, theories and models that meet the needs of the public sectors, staff motivation, controlling, rewarding, training and development, financial management and materials management.

**PAD 330: WORKSHOP IN PUBLIC ADMINISTRATION (C) - 3 CREDIT UNITS**

To expose students to practical ways of doing things in the office, helping them to understand the ethics that govern official behavior internalizing the values of probity, accountability in transacting government business; to make them know and appreciate the purpose and use of files and filing systems, the content and application of the Civil Service rules, to appreciate the inherent problems with public service delivery; to groom students in the art of government protocols and maintaining office security ad secrecy.

**FMS 304: RESEARCH METHODS (C) – 3 CREDIT UNITS**

To introduce learners to research, Research process, research methods, scientific approach to research, research problems, formulation of hypotheses, literature review, types of research, variables in research, sampling techniques, techniques in research, validity in research, research design proposals, research reports.

**PAD 354  MANPOWER PLANNING AND ADMINISTRATION (C) –  3 CREDIT UNITS**

Manpower Planning and its objectives, Definition of Manpower Planning, Benefits of Manpower Planning, Problems of Manpower Planning, Analyzing the Organizational Plans, forecasting the overall Human Resource Planning, Training and Development.

**PAD 306: ECOLOGY OF PUBLIC ADMINISTRATION (C) – 3 CREDIT UNITS**

The practice of public administration in Nigeria with particular reference to its historical and present structure. The ecology of Nigeria public administration, the civil service, the field of administration, public corporation, etc.

**PAD 328:  COMMUNITY DEVELOPMENT AND SOCIAL CHANGE (C) – 3 CREDIT UNITS**

Meaning of Development, Indices of Development, Meaning of Community Development, Characteristics of Community Development, Theories of Community Development, Meaning of Change, Meaning of Social Change, Forms of Social Change, Indices of Social Change, Agents of Social Change, Meaning of Community, Early communities, Types of Community, Community as a unit of social change, Approaches to social change such as macro and micro, Dimension of social change, Theories of Development, Theories of social movement, Social movements and changes in contemporary Nigeria, Social change in Nigeria, Traditional and contemporary.

**CRD 324:  RURAL DVELOPMENT STRATEGIES (C) –3 CREDIT UNITS**

Meaning of Development, Meaning of Rural and characteristics of Rural, Meaning of Rural Development, Goals and objectives of rural development, Problems of rural areas, Approaches to rural development, Planning, implementation and appraisal of rural development project, Case studies from Nigeria.

**FOURTH YEAR: 1st Semester**

**BFN 411: PUBLIC FINANCIAL MANAGEMENT (C) -3 CREDIT UNITS**

Environmental and Distinguishing Characteristics of Government and institutional Accounting: State and Local Government Organization for Financial Management; Special Methods of Accounting within the Legal and Financial Constraints for ; Local Government, Hospitals, and state-owned Companies; Planning in the Public Sector; Planning Programming, Budgeting, Accounting and the Budget Process; Problems of Developing Output. Measure and quantification of effectiveness; Control and Accountability; Control, Government Control; Reporting and Auditing in the Public Sector; Accountability to the Electorate

**PAD 403: DEMOCRATIC STUDIES (C) - 3 CREDIT UNITS**

The Concept of Democracy; Political Theories of Democracy; Analysis of Processes and Institutions of Democracy; Democracy and Democratic Dynamics in Nigeria; Electoral Participation and Procedures in Nigeria: Trends, Problems and Prospects; Human Rights and Democracy; National / Global Context of Democracy, Developing Techniques for the Empowerment of Constituencies; Parameters which Constrain Collective Institutions and the State.

**PAD 405: PUBLIC POLICY MAKING AND ANALYSIS (C) – 3 CREDIT UNITS**

Nature and Complexity of Policy Making; Implementation and Evaluation; Basic concepts like Policy, Plan, Programme, Project, Actors, Stakeholders, Policy Arena, etc. are defined and illustrated; the main body of the course is divided into two sections.  Section I covers the Theoretical Aspect of the course, including the following topics; The Policy Cycle; Agenda Setting in Policy Formulation; Formal and Informal ways of   Generating Policy. Relevant Ideas; Theories of Decision-making; Selected Models in Policy-Analysis.  The Second Section covers case studies of selected policies in Nigeria. Among which are: General Economic and Social Development Policy, Health, Sanitation and Welfare Policy; Housing Policy; Defense and Foreign Policy; Education Policy; Agriculture and Rural Development Policy, etc.

**ENT 403:  PROJECT MANAGEMENT:  (C) – 2 CREDIT UNITS**

Definition of Project, Meaning of Project Management, Purpose of Project Management, Types of Project such as tangible and intangible project, Project objectives, Project Planning, Project implementation, Monitoring and evaluation, Analysis of Project.

**PAD 409: CONDUCT OF GOVERNMENT BUSINESS (C) -3 CREDIT UNITS**

The course focuses on rules and principles governing the behavior of public servant and other officials in the public service. It examines organizational arrangements for promoting ethical performance among public servants and makes an in-depth analysis of the code of conduct of public officers.

**BUS 403:  GROUP DYNAMICS    (C) –3 CREDIT UNITS**

Meaning of Group**,**Meaning of Group Dynamics, Internal and External dynamics of groups, Selection features and uses of group techniques, Group evaluation, Empirical studies in group dynamics,

**PAD 411: HEALTH ADMINISTRATION IN NIGERIA (C) -3 CREDIT UNITS**

Health care delivery system at the Local Government level Health policies e.g. immunization and polio, eradication; health planning and planning techniques, Health care strategic planning process, health plan implementation, leadership and control, Health Care Financing: Fundamentals of Health Economics, Management of drugs and Consumables; International health and evaluation of health services.

**PAD 402: SOCIAL & WELFARE ADMINISTRATION IN NIGERIA (C) – 3 CREDIT UNITS**

Nature and Development of Social Policy in the context of changing Nigerian Social Conditions and of the Impact upon Family and Group Organization. Welfare Policies and Social services: Criminology, Policies and Problems in Education, Housing, Health, Provision of Food.

**PAD 404: COMPARATIVE PUBLIC ADMINISTRATION (C) – 3 CREDIT UNITS**

Concepts and the Evolution of Comparative Public Administration; Cross- national Study of Public Administration both on Emergent and Developed States, Structures and Functions of Bureaucracies in these states.

**PAD 406: PUBLIC ENTERPRISES MANAGEMENT (C) – 3 CREDIT UNITS**

Objectives and Classification of Public Enterprises in Nigeria.  Organization and Problems; Performance Measurement and Control; Capital Structure and Funding, Relationship between State and Federal Parastatals; Detailed Consideration of Commissioned Reports on Parastatals, Privatization and commercialization of public enterprises.

**FOURTHE YEAR: 2nd Semester**

**PAD 444: NIGERIA LOCAL GOVERNMENT ADMINISTRATION (C) - 3 CREDIT UNITS**

Definition of Local Government, Introduction to the basic Concepts and Principles of Local Government, Theories of Local Government, Local Government and Inter-Governmental Relation, Structure and Functions of Local Government, Leadership Structure in Local Government, the Committee System, Local Government Financing, Problems of Local Government.

**PAD 408: DEVELOPMENT PLANNING (C) – 3 CREDIT UNITS**

Meaning of Development, Indices of development, Development and undevelopment, Meaning of Plan, Types of Plan, Models of Planning, Case studies from Nigeria.

**PAD 410: GLOBALIZATION AND NATIONAL POLICIES (C) – 2 CREDIT UNITS**

Meaning of Globalization, Dimension of Globalization such as trade, technology, social etc.

Meaning of Policy, Types of Policy, Policy conception/agenda setting, Policy formulation, Policy implementation, Policy evaluation, Assessment of National Policies in Nigeria,

**PAD 450: RESEARCH PROJECT (C) – 6 CREDIT UNITS**

This is the final year research project intended to test the students’ skill in analyzing and writing research report based on an empirical study of a specific subject matter or topic in Public Administration

**INSTRUCTIONAL GRADING METHODS**

We are online University that provides a top-notch academic and professional programmes which will create value for your future in the world.

**Evaluation**

All students would be evaluated at the end of each semester based on the following:

* **Tutor*Marked Assignments***

The lecturer marked assignments (LMAs) are multiple choice questions that will be administered on-line during every semester. The LMAs carry 30%.

* **End of Semester Examination**

The school conducts the end of each Semester examination. The examination overall scores carry 70%.

**Master’s Degree (MSc) in Public Administration**

The master’s degree programme is designed to carry further research on the knowledge and training the students have received on the first degree. The department of the university will prescribe the courses you will offer throughout your time of degree.

The courses will be selected from the courses in the first degree for further studies before the Master’s dissertation (Project). The topic of the project will be discussed with your assigned supervisor (s).

**Minimum Tenure of the Programme**

The tenure for the Master’s degree programme for Public Administration is minimum of four (3) Semesters full time and 4 semester for part-time programme.

**Evaluation of the MSc Candidates**

The minimum units for graduation should be 30 including the dissertation/thesis. The average mark for the programme is based on grades scored in all the courses taken including project. Examination grades in each course are recorded as percentage marks, and are interpreted as follows:

**Doctor of Philosophy (PhD) in Public Administration**

The PhD programme shall be normally not less than 4 semesters (2 years) from the first date of registration. Also, for this programme, a period of study originally approved for the 3-semester Masters programme may be accepted as satisfying a specific part of the period of study for the PhD. In no circumstances, however, may a period exceeding 12 calendar months be waived for a candidates. A programme is a combination of course work research.

**Requirements for PhD**

Candidates for admission to the programme shall possess the following:

1. Those initially registered for the MSc or MPhil/PhD conversion programme of the department and who have obtained a total weighted average mark of at least 60% in the course examinations and project at our university or any recognized university.
2. Candidates admitted to the programme will be required to take certain courses at the 700/800 levels as the case may be in their areas of interest.
3. Students are required to refer their research proposal to an examination panel as recommended by the department and give department seminars on their PhD research work.

Each PhD student shall present at least two seminars during the course of his/her programme of study. The first seminar shall be presented at the research proposal stage and the second shortly before the registration of the title of thesis.