NATIONAL BOARD FOR TECHNICAL EDUCATION

CURRICULUM AND COURSE SPECIFICATIONS

FOR

NATIONAL DIPLOMA (ND)

PUBLIC ADMINISTRATION

JUNE, 2021

FOREWORD

The Higher National Diploma in PUBLIC ADMINISTRATION curriculum is designed to be used by training institutions to produce manpower development the public sector and related industry nationwide.

The need for professionally-trained manpower in this industry in Nigeria as well as to produce professional practitioners with good ethics and career progression, through the acquisition of desirable knowledge and skills, necessitated the production of this national curriculum.

It is my belief that this curriculum and course specifications which is the minimum required to produce practitioners with sound knowledge and skills in public administration, if properly implemented with the required resources (qualified teaching staff in adequate number and mix, adequate consumables, training materials, teaching aids), and qualified candidates are admitted into the programme will lead to the production of competent and skilled practitioners required in the sector.

I wish to express my deep appreciation to those that made the review of this curriculum possible more especially the resource persons for their full participation and funding. The invaluable contributions of all other members of the committee during the national review workshop are also appreciated.

I hope that the curriculum would be properly implemented, so as to produce the required workforce of our dream.

Prof. Idris M. Bugaje,

Executive Secretary,

NBTE, Kaduna

TABLE OF CONTENT

GENERAL INFORMATION

1.0 NATIONAL DIPLOMA (ND) IN PUBLIC ADMINISTRATION

1.1   PROGRAMME GOAL

The national diploma in public administration is designed to produce personnel required for the running of efficient and effective administration in the public and private sectors.

PROGRAMME OBJECTIVES

At the completion of this programme the graduates should be able to:

1. Apply the theories and practices of public administration;
2. Analyze the nature and scope of intergovernmental relations;
3. Utilize the structure and functions of local government;
4. Apply the principles and management of public finance in governmental Institutions
5. Identify management problems at the appropriate levels and design strategies to solve them
6. Mobilize small communities of groups of individuals for the preparation of small development programs/project
7. Apply the Principle and management of public enterprises in Nigeria;
8. Apply the basic principles of law in official relationships and transactions;

2.0   ENTRY REQUIREMENTS

To qualify for admission into the National Diploma in Public Administration, the candidate must meet any of the following entry requirements:

1. The West Africa School Certificate (SSCE), General Certificate of Education, Ordinary Level (GCE O' level), Senior Secondary Certificate (SSC) or any other equivalent qualification with credit pass in English Language, Mathematics, Government/History compulsory and any 2 other subjects from the followings:
Economics; Commerce; Agricultural Science/Biology/Health Science; C.R.K/I.R.K; Home Economics/Home Management Business Studies Statistics Civic Education; Photography; Fisheries.

3.0   STAFFING REQUIREMENT

3.1   Headship of the Department

The HOD should be at least a Senior Lecturer who has a minimum of second Degree in Public Administration. He

should have at least 5 years cognate experience and must be registered with relevant professional body.

3.2   **Core Teaching Staff**

At the point of mounting the programme, there should be a minimum of four Lecturers who should spread from Assistant Lecturer and above with first/second degrees (or equivalent) in Public Administration.

3.3   **Technical Staff**

These are technically qualified staff not involved in direct lecturing/instructing, but who provide vital and indispensable services in implementation processes of the curriculum guide.

3.4   **CAREER/ACADEMIC PROSPECTS**

On successful completion of the National Diploma programme, the graduate may be employable in any Administrative professional fields: Can further his academic pursuits in the Polytechnic or University to study the listed courses: HND, BA in Public Administration and or Business Administration and Management.

3.5   **DURATION**

The duration of the programme is two academic sessions consisting of four semesters of 17 weeks each.

Foundation courses include courses in Geography, The number of hours for the courses may account for about 10-15% of the total contact hours.

Professional courses are core courses of the programme that give the student the theory and professional skills he/she needs to practice his/her field of calling at the Technologist level. These may account for between 70-80% of the contact hours.

3.6   **CURRICULUM STRUCTURE**

The structure of the **National Diploma (ND)** programme consists of four semesters of classroom, laboratory and workshop/field   activities in the college as well as a semester (3 – 4 months) of Supervised Industrial Work Experience Scheme (SIWES). Each semester shall be 17 weeks of duration made up as follows:

✓   15 contact weeks of registration, teaching (lecture, recitation, practical exercises/field work, and quiz)

✓   2 weeks of examination

SIWES shall take place at the end of the second semester of the first year at ND.

4.0   PROJECT

Project shall be submitted at the end of second semester of final year at National Diploma

5.0   ACCREDITATION

Programme offered at the ND level shall be accredited by the NBTE before the diplomats can be awarded the diploma certificates. Details about the process of accrediting a programme for the award of the ND are available from the Executive Secretary, National Board for Technical Education, at Plot B, Bida Road, P.M.B. 2239; Kaduna, Nigeria.

5.1   CONDITIONS FOR THE AWARD OF THE NATIONAL DIPLOMA (ND) IN PUBLIC ADMINISTRATION

Institutions offering accredited programmes will award the National Diploma in Public Administration to a candidate who successfully completes the programme after passing prescribed course-work, examination, diploma project and supervised Student Industrial Work Experience Scheme (SIWES). Such a candidate should have completed 90-100 credit unit. National Diploma certificate shall be awarded based on the following:

i)   **Grading of courses**

The standardized unified grading system shall be as follows:

Marks Range	Letter Grade	Weighting
75% and above	A	4.0
70% - 74%	AB	3.50
65% - 69%	B	3.25
60% - 64%	BC	3.00
55% - 59%	C	2.75
50% - 54%	CD	2.50
45% - 49%	D	2.25
40% - 44%	E	2.00
Below 40%	F	0.0

ii)   **Classification of Diploma**

Diploma Certificates shall be awarded based on the following Classifications:

CGPA	Class of Diploma
3.50 – 4.00	Distinction
3.00 – 3.49	Upper Credit
2.50 – 2.99	Lower Credit
2.00 – 2.49	Pass

6.0 GUIDANCE NOTES FOR TEACHERS OF THE PROGRAMME

6.1   The new curriculum is drawn in unit courses. This is in keeping with the provisions of the National Policy on Education which stresses the need to introduce the semester credit units which will enable a student, who so wish, to transfer the units already completed in an institution of similar standard from which he is transferring.

6.2   In designing the units, the principle of the modular system by product has been adopted, thus making each of the professional modules, when completed provides the student with technician operative skills, which can be used for employment purposes.

6.3   As the success of the credit unit system depends on the articulation of programmes between the institution and industry, the Curriculum content has been written in behavioural objectives, so that it is clear to all the expected performance of the student who successfully completed some of the courses or the diplomates of the programme. There is a slight departure in the presentation of the performance based curriculum which requires the conditions under which the performance is expected to be carried out and the criteria for the acceptable levels of performance. It is a deliberate attempt to further involve the staff of the department teaching the programme to write their own curriculum stating the conditions existing in their institution under which the performance can take place and follow that with the criteria for determining an acceptable level of performance. The Academic Board of the institution may vet departmental submission on the final curriculum. Our aim is to continue to see to it that a solid internal Evaluation system exist in each institution for ensuring minimum standard and quality of education in the programmes offered throughout the polytechnic system.

6.4   The teaching of the theory and practical work should, as much as possible, be integrated. Practical exercises, especially those in professional courses and laboratory work should not be taught in isolation from the theory. For each course, there should be a balance of theory to practice in the ratio of 50:50 or 60:40 or the reverse.

7.0 GUIDELINE OF SIWES PROGRAMME

For the smooth operation of the SIWES, the following guidelines shall apply:

7.1   **Responsibility for placement of students**

a) Institutions offering the ND programme shall arrange to place the students in industry by April 30 of each year, six copies of the list showing where each student has been placed shall be submitted to the Executive Secretary, NBTE which shall in turn, authenticate the list and forward it to the industrial training fund, Jos.

b) The placement Officer should discuss and agree with industry on the following:

   i) A task inventory of what the students should be expected to experience during the period of attachment. It may be wise to adopt the one already approved for each field.

   ii) The industry-based supervisor of the students during the period, likewise the institution based supervisor

   It should be noted that the final grading of the student during the period of the attachment should be weighted more on the evaluation by his industry-based supervisor

7.2 Evaluation of students during the SIWES

In the evaluation of the student, cognizance should be taken of the following items:

a) Punctuality

b) Attendance

c) General Attitude to Work

d) Respect for Authority

e) Interest in the Field/Technical area

f) Technical competence as a potential technician in his field

7.3   Grading of SIWES

To ensure uniformity of grading scales, the institution should ensure that the uniform grading of student's work, which has been agreed to by polytechnics, is adopted.

7.4   The Institution Based Supervisor

The Institution-based supervisor should initiate the log book during each visit. This will enable him to check and determine to extent the objective of the scheme are being met and to assist students having any problems regarding the specific assignments given to them by their industry-based supervisor.

7.5   Frequency of Visit

Institution should ensure that students placed on attachment are visited within one month of their placement. Other visits shall be arranged so that:

1)   There is another visit six weeks after the first;

2)   A final visit in the last month of the attachment.

7.7   Stipends for Students in SIWES

The rate of stipend payable shall be determined from time to time by the Federal Government after due consultation with the Federal Ministry of Education, the Industrial Training Fund and the NBTE.

7.8   SIWES as a Component of the Curriculum

The completion of SIWES is important in the final determination of whether the student is successful in the programme or not. Failure in the SIWES is an indication that the student has not shown sufficient interest in the field or has no potential to become a skilled technician in his field. The SIWES should be graded on a fail or pass basis. Where a student has satisfied all other requirements but failed SIWES, he may only be allowed to repeat another four months SIWES at his own expense.

CURRICULUM TABLE

ND I SEMESTER ONE

COURSE CODE	COURSE TITLE	L	P	CU	CH
PAD 111	Elements of Public Administration	2	-	2	2
PAD 112	Theories of Administration and Management	3	-	3	3
PAD 113	Elements of Government	3	-	3	3
PAD 114	Introduction to Community Development	3	-	3	3
GNS 211	Introduction to Sociology	2	0	2	2
GNS 222	Principles of Economics	3	-	3	3
GNS 411	Introduction to Psychology	2	0	2	2
CEM 111	Elements of Cooperatives	2	0	2	2
ACC 111	Principles of Accounts	2	1	3	3
GNS 101	Use of English I	2	-	2	2
TOTAL		**24**	**1**	**25**	**25**

ND I SEMESTER TWO

COURSE CODE	COURSE TITLE	L	P	CU	CH
PAD 121	Nigerian Government and Politics I	3	0	3	3
PAD 122	Ecology of Administration	2	0	2	2
PAD 123	Administrative Behavior	3	0	3	3
PAD 124	International Organization & Institutions	2	0	2	2
PAD 125	Non-Governmental Organization	2	0	2	2
CST 125	Statistics	2	0	2	2
CEM 114	General Principles of Law	3	0	3	3
LGS 101	Local Government Administration I	3	0	3	3
GNS 102	Communication in English I	2	0	2	2
COM 111	Introduction to Computer	2	1	2	3
ENT 126	Introduction to Entrepreneurship I	2	1	3	3
TOTAL		**26**	**2**	**27**	**28**

ND II SEMESTER ONE

COURSE CODE	COURSE TITLE	L	P	CU	CH
PAD 211	Introduction to Public Finance	2	0	2	2
PAD 212	Nigerian Government and Politics II	2	0	2	2
PAD 213	Principles of Human Resources Management	3	0	3	3
PAD 214	Introduction to Public Enterprises Management	2	0	2	2
PAD 215	Research Methods	2	0	2	2
PAD 216	Democratic Governance	2	0	2	2
LGS 102	Local Government Administration II	2	0	2	2
COM 123	Computer Packages	2	1	2	3
GNS 201	Use of English II	2	-	2	2
ENT 216	Introduction to Entrepreneurship II	2	1	3	3
TOTAL		21	2	22	23

ND II SEMESTER TWO

COURSE CODE	COURSE TITLE	L	P	CU	CH
PAD 221	Inter- Governmental Relations	2	0	2	2
PAD 222	Project	0	0	4	0
PAD 223	Social and Economic Development	3	0	3	3
PAD 224	E-Governance	3	0	3	3
PAD 225	Public Service Rules and regulations	2	0	2	2
BAM 427	Nigerian Labour Law	2	0	2	2
ACC 213	Auditing	2	0	2	2
ACC 214	Taxation	2	0	2	2
GNS 202	Communication in English II	2	0	2	2
TOTAL		18	0	22	18

KEY: L: Lecture

P: Practical
CU: Credit Unit
CH: Contact Hour (Per Week)

PUBLIC ADMINISTRATION

ND I

FIRST SEMESTER COURSES

Programme: National Diploma in Public Administration		
Course: Elements of Public Administration	Code: PAD 111	Credit Unit: 2
	Credit Hour: 2 Hours	Theoretical: 2 Hours
Year: I Semester: I	Pre-requisite	Practical: 0 Hour
Goal: This course is designed to introduce students to the basic principles of Public Administration.		
General Objectives: On the completion of the course, students should be able to: 1.0 Understand the general principles of Public Administration; 2.0 know the historical development of Public Administration; 3.0 know the responsibilities of a Chief Executive Officer; 4.0 Comprehend the similarities and differences between Public and Business Administration; 5.0 Understand environmental factors that influence Public Administration; 6.0 Comprehend personnel management in the public service; 7.0 Know the various administrative controls in the public service; 8.0 Understand the concept of bureaucracy and its application in Nigeria;		

Year: I	Semester: I		Pre-requisite:	Practical: 0 Hour

General Objective: 1.0 Understand the general principles of Public Administration

	Theoretical Content			**Practical Content**		
Week	**Specific Learning Outcomes**	**Teacher's Activities**	**Resources**	**Specific Learning Outcomes**	**Teacher's Activities**	**Evaluation**
1-2	1.1 Define administration and public administration 1.2 Classify administration as an art or science 1.3 Explain the scope of public administration 1.4 Analyze the following principles of administration with illustrations: • Hierarchy • Unity of command • Chain of command • Span of control	Explain the concept of administration and public administration. Differentiate between the two Explain with illustrations: • Hierarchy • Unity of command • Chain of command • Span of control	Diagram Charts Library materials			Explain the conceptual understanding of the principles of public administration Differentiate administration as art or science.

General Objectives: 2.0 Know the historical development of Public Administration

3-4	2.1 Explain the contribution of the scientific	Explain the various contributions of	Diagram Charts			Discuss the contributions of

	management theory to the development of public administration 2.2 Explain the contributions of the human relations theory to the development of public administration 2.3 Explain behaviorism's contribution to the development of public administration 2.4 Assess the contributions made by other groups to the development of public administration. The administrative management schools, the bureaucracy, model the social systems school, the mathematical school, contingency model	Scholars to the development of administration Explain the contributions of the human relations theory to the development of public administration Explain behaviorism's contribution to the development of public administration Explain administrative management in schools, the bureaucracy, model the social systems school, the mathematical school,	Library materials			Fredrick Taylor scientific management toward the development of modern administration.

	the integration school etc	contingency model the integration school.				

<table>

General Objectives: 3.0 Know the responsibilities of a Chief Executive Officer

5-6	3.1 Explain the concept of the Chief Executive Officer (CEO) 3.2 Examine CEO's role in planning for the organization 3.3 Explain how CEO's organizational ability can help the organization 3.4 Assess CEO's role in the selection of the quality of staff that can man the organization 3.5 Explain how CEO can direct staff towards the desired goal 3.6 Analyze CEO's role in the coordination of the various activities in the organization 3.7 Explain how CEO can use reports gathered to improve the performance of the organization 3.8 Examine CEO's role in the budgeting of time and resources for the organization 3.9 Explain CEO's role as the Chief Accounting	Explain the various responsibilities of Chief Executive Officer in relation to: • Planning • Organization • Selection of staff • Coordinate the Organization • Generation of reports, etc. Relate CEO's role in the budgeting of time and resources for the organization and the role of the chief accounting officer in an organization	Information materials Internet Instructional materials Diagram Charts Library materials etc.			Discuss the roles of Chief Executive Officer in an organization.

	Officer				

General Objectives: 4.0 Comprehend the similarities and differences between Public and Business Administration

| 7-8 | 4.1 Define public administration and business administration

4.2 Explain their similarities and differences in terms of recruitment

4.3 State their similarities and differences in terms of size

4.4 State their similarities and differences in terms of the types of services they offer

4.5 Assess them in terms of the conditions of service for the diplomats | Explain the differences between public and business administration

Explain their similarities and differences in terms of:

• recruitment size
• the types of services they offer and in terms of the conditions of service for the diplomats | Information materials

Internet

Instructional materials

Diagram

Charts

Library materials

etc. | | | Distinguish between public and business administration. |

General Objectives: 5.0 Understand environmental factors that influence Public Administration

22

9-10	5.1 Define the ecology of public administration	Explain the ecology of public administration	Information materials Internet Instructional material			Explain the various environmental factors affecting the practice of public administration.
	5.2 Explain how population growth influences the practice of public administration with particular reference to the increase in social overheads	Explain how population growth influences the practice of public administration, culture and accepted norms in the society				
	5.3 Explain how culture and accepted norms in the society can influence public administration practices: extended family system, corruption etc.	Explain how it can influence public administration practices: • extended family system, • corruption, etc				
	5.4 Examine the impact of the state of economy on public administration	Explain impact of the state of economy on public administration				
	5.5 Explain the impact of the political system and political stability on public administration	and the impact of the political system and political stability				
General Objectives: 6.0 Comprehend personnel management in the public service						

11-12	6.1 Define the concept and scope of personnel administration.	Explain the personnel practices in the public services.	Information materials			Explain the various motivational techniques for staff performance.
	6.2 Explain the recruitment, selection and placement procedures	Explain the recruitment, selection and placement procedures	Internet Instructional materials Diagram Charts			
	6.3 State the importance of human resources to an organization	Explain human resources to an organization	Library materials etc.			
	6.4 Examine the role of motivation in staff performance	Explain the role of motivation in staff performance				
	6.5 Explain promotion procedure in the public service	Explain promotion procedure in the public service and the procedures for discipline				
	6.6 Analyze the procedure for discipline					
General Objectives: 7.0 Know the various administrative control in the public service.						
13-14	7.1 Explain the purpose and methods of judicial	Explain the various forms of	Information materials			Distinguish between judicial

	control 7.2 Explain the purpose and method of executive control 7.3 Explain the purpose and methods of legislative control 7.4 Analyse how military decrees exercise control on administration 7.5 Assess other forms of control and their impact on administrative practices	administrative control in the public service: • methods of judicial control • method of executive control • methods of legislative control Explain how military decrees exercise control on administration and other forms of control and their impact on	Internet Instructional materials Diagram Charts Library materials etc.			and executive control.
General Objectives: 8.0 Understand the concept of bureaucracy and its application in Nigeria						
15-16	8.1 Define bureaucracy 8.2 Explain Max Weber's model of bureaucracy with particular reference to the	Explain bureaucracy its model with reference to the following: • Hierarchical	Information materials Internet Instructional materials			Examine the implications of Max Weber's bureaucracy modern to

	following: • Hierarchical structure • Rules and regulations • Discipline • Impersonality • Merit 8.3 Relate each of the concepts in 8.2 above to Ministries , Department & Agencies) MDAs in Nigeria 8.4 Evaluate the application bureaucracy to Ministries, Department & Agencies (MDAs) in Nigeria in 8.5 State the merit and demerit of an ideal bureaucracy 8.6 Explain some solutions to the demerit in 8.5 above	structure • Rules and regulations • Discipline • Impersonality • Merit Appraise the application of bureaucracy to MDAs	Diagram Charts Library materials etc.		MDAs in Nigeria.

26

Programme: National Diploma in Public Administration		
Course: Theories of Administration and Management	**Code:** PAD 112	**Credit Unit:** 3
	Credit Hour: 3 Hours	**Theoretical:** 3 Hours
Year: 1 **Semester:** I	**Pre-requisite:**	**Practical:** 0 Hour

Goal: This course is designed to acquaint students with various organizational theories and growing concepts in administration and values that govern administrative behavior**.**

General Objectives: On the completion of the course, students should be able to:

1.0 Outline the functions and impact of administrative and management theories;

2.0 Differentiate theories of organization

3.0 Appreciate the various models and approaches to decision making;

4.0 Know the various problems involved in decision making;

5.0 Know the various motivational theories and their applications;

6.0 Understand leadership theories and their applications;

Know the use of various methods of communication in organization

Programme: National Diploma in Public Administration			
Course: Theories of Administration and Management		Code: PAD 112	Credit Hour: 3
		Credit Hour: 3 Hours	Theoretical: 3 Hours
Year: 1 Semester: I		Pre-requisite:	Practical: 0 Hour

Goal: This course is designed to acquaint students with various organizational theories and growing concepts in administration and values that govern administrative behavior.

General Objective 1.0 : Outline the functions and impact of administrative and management theories

Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Evaluation
1-2	1.1 Define organization 1.2 Explain the concepts of organization theory 1.3 Explain origin of administrative theory. 1.4 Explain the importance of theory to public administration and management.	Explain the concept of administrative and management theories of organization	Information materials Internet Instructional materials Diagram Charts Library materials etc			Define the concept of theories and state its importance to public sector organization

General Objectives: 2.0 Differentiate theories of organization

Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Evaluation
3-4	2.1 Explain the scientific management theory 2.2 Define bureaucracy 2.3 Explain the various models of	Explain the scientific management theory Define	Information materials Internet Instructional materials			Explain the general system theories and its impact on

	bureaucracy 2.4 Enumerate the elements of bureaucracy 2.5 List the merits and demerits of a bureaucratic status 2.6 Explain bureaucracy as a process of administration 2.7 Explain the principles of formal organization 2.8 Explain the human relation theory 2.9 Explain the behavioral theory 2.10 Explain the general system theory 2.11 Explain differences among the scientific management, human relations, behavioural and general system theory	bureaucracy various models of bureaucracy, the elements of bureaucracy and the various administrative theories. List the merits and demerits of a bureaucratic status Explain bureaucracy of administration in the principles of formal organization of human relation theory, the behavioural theory and the general system theory	• Diagram • Charts Library materials etc			administrative processes

General Objectives: 3.0 Appreciate the various models and approaches to decision making					
5-6	3.1 Explain the following models/approaches in decision making: - The Rational Approach - The Systems approach - The incremental Approach - Scanning Approach - The Group Approach - Institutional Approach - The Elitist Approach - The Game Approach - The Satisfying Approach Differentiate among the	Explain the various models/approach to decision making as listed in column I	Information materials Internet Instructional materials Diagram Charts Library materials etc			Distinguish between elite theory and group approach

	models/approaches in 3.1 above					

General Objectives: 4.0 Know the various problems involved in decision making

7-8	4.1 Explain environmental factors on decision making 4.2 Outline the problems involved in decision making in Nigeria Suggest solutions to the problems identifies in 4.2 above	Outline the various environmental factors in decision making and suggest possible solutions to the problems you have identifies.	Charts Drawings Diagrams Textbooks			Outline the solutions to the problems influencing decision making in Nigeria

General Objectives: 5.0 Understand the various motivational theories and their applications

9-10	5.1 State the following theories: • Maslow's Hierarchy of Needs • McGregor's theory of motivation (Theory X and Y) • Herzberg's Two-		Information materials Internet Instructional materials Diagram Charts Library materials etc			Explain the significance of Maslow hierarchy of needs in enhancing effective administration

	factor theory • Expectancy theory 5.2 Explain the application of the theories in 5.1 above in the Nigerian situation				

General Objectives: 6.0 Understand leadership theories and their application

| 11-12 | 6.1 Explain the following theories:

• The Trait theory
• Behavioural theory
• Situational theory
• Other leadership theories

6.2 Explain the following leadership styles:

• Autocratic
• Democratic
• Laissez faire
• Other styles | Explain various leadership theories and style and leadership styles:

Discuss different leadership style in the Nigerian governance | Information materials
Internet
Instructional materials
Diagram
Charts | | | Examine the various leadership styles in Nigerian governance |

General Objectives: 7.0: Know the use of various methods of communication in an organization

7.1 Define communication 7.2 State the different types of communication 7.3 Describe the various techniques of communication Explain the barriers to effective communication	Explain the conceptual understanding of communication and its problems	Information materials Internet Instructional materials Diagram Charts			Write out solutions to the barriers to effective communication.

Programme: National Diploma in Public Administration			
Course: Elements of Government	**Code:** PAD 113		**Credit Unit:** 3
	Credit Hour: 3 Hours		**Theoretical:** 3 Hours
Year: 1 **Semester:** I	**Pre-requisite:**		**Practical:** 0 Hour
Goal: This course is designed to enable students understand the basic elements of government and politics with particular emphasis on the political development of Nigeria from pre-colonial era to date.			
General Objectives: On the completion of the course, students should be able to: 1.0 Appreciate the basic concepts in government and politics; 2.0 Appreciate the functions of government 3.0 Identify different forms and systems of government 4.0 Appreciate constitutions and their features 5.0 Appreciate political party and electoral systems 6.0 Appreciate the pre-colonial and colonial system of governance in Nigeria. 7.0 Appreciate the roles of military in governance. 8.0 Appreciate the constitutional development in Nigeria 9.0 Know the nature of international organizations			

Programme: National Diploma in Public Administration						
Course: Elements of Government		**Code:** PAD 113			**Credit Hour:** 3	
		Credit Hour: 3 Hours			**Theoretical:** 3 Hours	
Year: 1 **Semester:** I		**Pre-requisite:**			**Practical:** 0 Hour	
Goal: This course is designed to enable students understand the basic elements of government and politics with particular emphasis on the political development of Nigeria from pre-colonial era to date						
General Objective: 1.0 Appreciate he basic concepts in government and politics						
Week	**Specific Learning Outcomes**	**Teacher's Activities**	**Resources**	**Specific Learning Outcomes**	**Teacher's Activities**	**Evaluation**
1-2	1.1 Describe the field of study of government 1.2 Describe the role of government in human society 1.3 Define Authority, Power, Influence, force, Sovereignty, Legitimacy, Democracy, Capitalism and other concepts in government 1.4 Define nation, state and nation's state 1.5 Explain the	Explain various concept of government and politics: Authority, Power, Influence, force, Sovereignty, Legitimacy, Democracy, Capitalism and other concepts in government Differentiate between nation, state and nation's state.	Information materials Internet Instructional materials Diagram Charts			Distinguish between nation and nation's state. Distinguish between capitalism and socialism

	characteristics of a nation, state and nation's state				
General Objectives :2.0 Appreciate the functions of government					
3-4	2.1 Identify the three arms/organs of government 2.2 List the powers of each of these arms of government 2.3 Explain the principles of separation of power 2.4 Explain the principles of checks and balances among the three arms of government 2.5 Explain the difference between their constitutional	Explain the principles and functions of three arms of government and constitutional functions of arms of government and actual practice • rule of law • independence of the judiciary • Unicameral • Bicameral legislatures and their features Explain the merits and demerits of the legislatures	Information materials Internet Instructional materials Diagram Charts			Discuss the principles of check and balances Examine the application rules of law practice by the Nigeria government

	functions of arms of government and actual practice 2.6 Explain the concept of the rule of law 2.7 Examine the independence of the judiciary 2.8 Explain Unicameral and Bicameral legislatures and their features 2.9 State the merits and demerits of the legislatures in 2.8 above				
General Objectives: 3.0 Identify different forms and systems of government					
5-6	3.1 Explain the features of modern democracy e.g. • presidential, • Parliamentary	Explain various systems of government: Presidential, parliamentary,	Information materials, Internet Instructional materials			Distinguish between parliamentary system and

	etc.		Diagram Charts			presidential system of government
	3.2 Identify totalitarian form of government and its features	Explain totalitarian form of government and its features				
						State the characteristics of Unitary and Federal system of government
	3.3 Differentiate between Unitary and federal systems of government	Explain the difference between unitary and federal systems of government				
	3.4 Define monarchy, feudalism,oligarchy and other forms of government such as: • communalism, • socialism, • communism, • capitalism, etc	Explain monarchy, feudalism, communalism, socialism, communism, capitalism, etc.				

General Objectives 4.0: Appreciate constitutions and their features

7-8	4.1 Define constitution 4.2 Identify the various types of constitution 4.3 Examine the features of each types of constitution 4.4 Distinguish between written and unwritten constitution 4.5 Explain the advantages of written and unwritten constitution	Explain the various features of constitutions Explain the differences between written and unwritten constitution Explain the advantages of written and unwritten constitution	Information materials. Internet Instructional materials Diagram Charts			Write out the advantages and disadvantages of written and unwritten constitution.
General Objectives: 5.0 Appreciate political party and electoral systems						
9-10	5.1 Define political party 5.2 Explain the different types of party system (one	Explain party system and electoral system political party	Information materials Internet			Distinguish between pressure group and interest group in Nigeria

	party, two party, multi-party, zero party etc. 5.3 Explain the roles of a political party 5.4 Define pressure group 5.5 Explain the forms of pressure and interest groups 5.6 Differentiate between political party, pressure and interest groups 5.7 Explain the meaning of electoral system 5.8 State the types of electoral system (proportional party etc. 5.9 Explain the features of an electoral system	party system (one party, two party, multi-party, zero party etc. Explain the roles of a political party, pressure group Explain franchise the forms of franchise (limited and Unlimited)	Instructional materials Diagram Charts			with relevant examples

	5.10 Define franchise 5.11 Explain the forms of franchise (limited and Unlimited)					
General Objectives: 6.0 Appreciate the pre-colonial and colonial system of governance in Nigeria.					
11-12	6.1 Explain the authority structures of the pre-colonial Nigerian society e.g. • Edo, • Hausa/Fulani, • Kanuri, • Yoruba, • Igbo, • Tiv with emphasis on the authority structure e.g. • centralized • non-centralized. 6.2 Explain the importance of these structures in the political	Explain pre-colonial and colonial systems of government in Edo, Hausa/Fulani, Kanuri, Yoruba, Igbo, and Tiv with emphasis on the authority structure e.g. centralized and non-centralized. Outline factors that determine the factors responsible for colonial domination in Nigeria	Information materials, pictorial presentation, Internet Diagram Charts Library materials etc			Explain the impact of colonial domination in Nigeria Discuss the pre-colonial centralized and decentralization of system of government in Nigeria

	organization of the pre-colonial societies				
	6.3 Mention the factors responsible for colonial domination in Nigeria				
	6.4 Explain the colonial structure of administration in Nigeria e.g. - indirect rule, - personnel recruitment, etc				
	6.5 Explain the nature of the colonial economy in Nigeria				
	6.6 Explain the impact of the colonial economy on the Nigeria society				
	6.7 Explain the general				

1-6	impact of colonial domination in Nigeria.					
General Objectives: 7.0 Appreciate the role of military in Governance						
1-6	7.1 Define military rule and distinguish between military and civil rule. 7.2 Identify the factors that responsible for military intervention 7.3 Evaluate the performance of the military in politics 7.4 Explain the historical account of the involvement of the military in Nigeria politics	Explain the intervention of military rule in Nigeria. Explain factors responsible for military intervention and the performance of the military in politics Explain the historical account of the involvement of the military in Nigeria politics, Explain different style of military administration. in	Information materials Internet Diagram Charts Library materials etc.			Evaluate the implication of military intervention in Nigeria politics

	7.5 Describe the different style of military administration in Nigeria.	Nigeria				
	7.6 Explain the consequences of military intervention in Nigerian politics	Explain the consequences of military intervention in Nigerian politics				
General Objectives: 8.0 Appreciate the constitutional development in Nigeria						
1-6	8.1 Explain the different constitutional changes that took place in Nigeria • from 1922 to 1963 • from 1979 to date. 8.2 Explain the nature of the independence	Explain the constitutional development in Nigeria: • from 1922 to 1963 • from 1979 to date. Explain independence	Information materials Internet Diagram Charts Library materials Nigerian Constitutions etc.			Discuss the essential features of 1960 and 1999 constitutions

	constitution of 1960 8.3 Explain the collapse of the first, second, third and fourth republic 8.4 Mention the background of the 1979 and 1999 constitution 8.5 Explain the provisions of the constitution as in 8.4 above regarding the concept of citizenship, fundamental human right and party system in Nigeria	constitution of 1960. Explain collapse of the first, second, third and fourth republic.			

General Objectives: 9.0 Know the nature of International Organizations					
1-6	9.1 List the most prominent international organizations e.g. • UN, • Commonwealth of Nations, • AU (African Union), • ECOWAS, • EU, • Aligned movement etc. 9.2 Explain the roles of the organization in 9.1 above 9.3 Examine the contributions of the organizations in 9.1 above to the political development of Nigeria.	Explain the various international organizations, and the contributions of the organizations in 9.1 above to the political development of Nigeria.	Information materials, pictorials, multimedia projector, Internet, Instructional materials Diagram Charts etc.			Discuss the contributions of AU in the political development of Nigeria.

Programme: National Diploma in Public Administration			
Course: Introduction to Community Development	**Code:** PAD 114		**Credit Unit:** 3
	Credit Hour: 3 Hours		**Theoretical:** 3 Hours
Year: 1 **Semester:** I	**Pre-requisite:**		**Practical:** 0 Hour

Goal: This course is designed to introduce students to the various methods, approaches and strategies of community development and mobilization of communities for self-development.

General Objectives: On the completion of the course, students should be able to:

1.0 Know the basic concepts in community development

2.0 Understand the role of community development in national development

3.0 Comprehend the basic principles and philosophies of community development

4.0 Know the roles of community development workers

5.0 Comprehend community development strategies in Nigeria

6.0 Know how to evaluate and manage community development projects

Programme: National Diploma in Public Administration			
Course: Introduction to Community Development		**Code:** PAD 114	**Credit Hour: 3**
		Credit Hour: 3 Hours	**Theoretical:** 3 Hours
Year: 1 **Semester:** I		**Pre-requisite:**	**Practical:** 0 Hour
Goal: This course is designed to introduce students to the various methods, approaches and strategies of community development and mobilization of communities for self-development.			
General Objective: 1.0 Know the basic concepts in community development			

Theoretical Content			Practical Content		
Week	**Specific Learning Outcomes**	**Teacher's Activities**	**Resources**	**Specific Learning Outcomes**	**Teacher's Activities**	**Evaluation**

1-2	1.1 Define community and community development
	
	1.2 Explain the scope of community development
	
	1.3 Explain the following concepts:
	  • Felt-need
	  • Directive approach
	  • Non-directive approach
	  • Integrated approach
	  • Team approach
	  • Matching-grant approach
		Explain the basic concepts in community development
		
		  • Felt-need
		  • Directive approach
		  • Non-directive approach
		  • Integrated approach
		  • Team approach
		  • Matching-
			Information materials, pictorials, multimedia projector, Internet, Diagram Charts etc.			Discuss any four of the community development concepts.

	• Project and programme.	grant approach • Project and programme.				
General Objectives: 2.0 Understand the role of community development in national development						
3-4	2.1 Define the various concepts of development 2.2 Define development as a holistic and normative phenomenon involving everybody in the nation 2.3 Explain the importance of UNESCO's involvement in community development 2.4 Explain community development as a socio-economic and political programme 2.5 Explain the contributions of community development to social overheads like hospitals, schools, water supply,	Explain the roles played by the community development in nation's building. Outline the importance of UNESCO's involvement in community development, Community and the contributions of community development to social overheads like hospitals, schools, water	Information materials, pictorial, multimedia			Write out the contributions of UNESCO towards community development in Nigeria

	etc.	supply, etc.			

General objectives: 3.0 Comprehend the basic principles and philosophies of community development

5-6	3.1 Explain the principles of felt-need 3.2 Explain the principles of democracy and community work 3.3 Explain the concept of interpersonal relationship 3.4 Explain the concept of the spirit of community work 3.5 Explain the limitations of the government in providing the needs for the people 3.6 Explain the benefits gained from personal/group achievement that could lead to embarking on more projects	Outline the roles of government in enhancing community development. Explain the principles of felt-need, the principles of democracy and community work, the concept of interpersonal relationship and the concept of the spirit of community work List out the limitations of the government in providing the needs for the people	Information materials, pictorials, multimedia projector, Internet, Instructional materials Diagram Charts etc.		Outline the limitation of government in providing the needs of community in Nigeria.

		Explain the benefits gained from personal/group				
General Objectives 4.0: Know the roles of community development workers						
7-8	4.1 Define community development worker 4.2 Explain the role of the community development worker as a guide and as a social therapist, etc. 4.3 Assess the skill of the community development worker with particular reference to: • Surveying • Planning • Directing • Organizing • Spatial organization 4.4 Explain the qualities of the community development worker with particular reference to:	Explain the roles of community workers in enhancing community development Examine the qualities of community development workers in Surveying Planning, Directing Organizing and Spatial organization Explain the qualities of the community development worker with	Information materials, pictorials, multimedia projector, Internet, Instructional materials Diagram Charts etc.			Discuss roles played by community workers in guiding community members as a social therapist.

	• Agreement to people's beliefs • A moral force • Respect • Courtesy	particular reference to: Agreement to people's beliefs and moral force				
General Objectives 5.0 : Comprehend community development strategies in Nigeria						
9-10	5.1 Examine the role of the Federal, State, and Local Governments in community development in relation to matching-grant 5.2 Explain the role of age-grade in community development 5.3 Explain the roles of the Federal government in providing social welfare schemes: • N-Power, • Trade money, • S- Power,	Explain the various community development strategies in Nigeria. Explain the role of age-grade in community development Explain the roles of the Federal government in providing social welfare schemes (N-Power, Trade money, S- Power,	Information materials, pictures, pictorials, multimedia			Discuss the impact of NYSC towards community development.

	• Anchor borrower, etc) in community development 5.4 Examine the roles of Federal and State government in community development in relation to the integrated approach 5.5 Explain the role of NYSC in community development.	Anchor borrower, etc) in community development, Explain the roles of Federal and State government in community development in relation to the integrated approach and the role of NYSC in community development			
General Objectives: 6.0: Know how to evaluate and manage community development projects					
11-12	6.1 Explain the concepts of evaluation and management 6.2 Explain the concept of project appraisal with particular reference to: • The managerial aspect	Explain the evaluation and management of community development projects. • The managerial aspect	Information materials, multimedia.			Explain the relevance of project appraisal to community development projects in Nigeria.

	- The financial aspect - The technical aspect - The organizational aspect 6.3 Explain the concept of evaluation as a continuous part of a project circle	- The financial aspect - The technical aspect - The organizational aspect			

PUBLIC ADMINISTRATION

ND I

SECOND SEMESTER COURSES

Programme: National Diploma in Public Administration		
Course: Nigerian Government and Politics I	Code: PAD 121	Credit Unit: 3
	Credit Hour: 3	Theoretical: 3 Hours
Year: 1 Semester: II	Pre-requisite:	Practical: 0 Hour
Goal: This course is designed to acquaint students with the dynamics of politics and governance of the Nigerian Nation from pre-colonial to First Republic		
General Objectives: On the completion of the course, students should be able to: 1.0 Appreciate the difference between politics and governance 2.0 Appreciate the pre-colonial governance before the advent of colonialisms. 3.0 Know how Nigeria was governed under colonial rule 4.0 Understand the Nigeria's nationalists struggles for independence 5.0 Understand political governance in Nigeria's First Republic		

Programme: National Diploma in Public Administration			
Course: Nigerian Government and Policies I		Code: PAD 121	Credit Hour: 3
		Credit Hour: 3	Theoretical: 3 Hours
Year: 1 Semester: II		Pre-requisite:	Practical: 0 Hour

Goal: This course is designed to acquaint students with the dynamics of politics and governance of the Nigerian Nation from pre-colonial to First Republic

General Objective: 1.0 Appreciate the difference between politics and governance

	Theoretical Content			Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Evaluation
1-2	1.1 Define politics 1.2 Explain the difference between politics and governance	Explain the differences between politics and government	Information materials			Examine politics and government in Nigeria

General Objective: 2.0 Appreciate the pre-colonial governance before the advent of colonialisms.

3-4	2.1 Explain the patterns of traditional political system in Nigeria before colonialism 2.2 Examine politics and governance in Northern Nigeria before colonialism 2.3 Examine politics and	Explain the traditional political system in Nigeria	Information materials, pictorials.			Distinguish between Northern and Southern political systems in Nigeria

	governance in Southern Nigeria before the advent of colonialism				
General Objectives: 3.0 Know how Nigeria was governed under colonial rule					
5-6	3.1 Define colonialism 3.2 Explain direct rule 3.3 Explain indirect rule 3.4 Explain the economic policies of the colonialists 3.5 Explain the politics of the colonialists	Explain the activities of colonialists in Nigeria	Information materials, pictures, pictorials, multimedia		Examine the essential features of direct and indirect rules during the colonial era in Nigeria.
General Objectives: 4.0 Understand the Nigeria's nationalists struggles for independence					
7-8	4.1 Identify factors that influenced the emergence of nationalism in Nigeria 4.2 State the roles of Nigeria's constitutional developments in the	Discuss nationalist's struggles in achieving independence for Nigeria.	Information materials, pictures, pictorials, multimedia		Outline the contributions of 1922 to 1960 constitutional development

	struggle for independence. 4.3 State the roles of nationalists leading to Nigeria's independence				

General Objective: 5.0 Understand political governance in Nigeria's First Republic

9-10	5.1 Examine the governance of Nigeria under the 1960 independence constitution 5.2 Explain the basic provisions of the 1963 Republican Constitution 5.3 Explain Nigeria's multi-party system in the first republic 5.4 Examine the problems leading to the collapse of the First Republic	Discuss Nigeria's government administration from 1960 to 1963	Information materials		Outline basic provisions of the 1960 to 1963 constitution in Nigeria. Outline the challenges of multi-parties systems leading to the collapse of the first republic in Nigeria.

Programme: National Diploma in Public Administration		
Course: Ecology of Administration	Code: PAD 122	Credit Unit: 2
	Credit Hour: 2	Theoretical: 2 Hours
Year: 1 Semester: II	Pre-requisite	Practical: 0 Hour

Goal: This course is designed to expose students to the major elements of environmental factors relevant to the understanding of Public Administration in Nigeria.

General Objectives: On the completion of the course, students should be able to:

1.0 Understand the concepts of ecology of administration

2.0 Identify the impacts of social systems on Public Administration

3.0 Know the administrative structures of the pre-colonial Nigerian societies

4.0 Understand the administrative structures under colonialism in Nigeria

5.0 Know the nature of the Nigerian Civil Service

6.0 Understand the environmental problems affecting the Nigerian public administration

Programme: National Diploma in Public Administration						
Course: Ecology of Public Administration		Code: PAD 122			Credit Unit: 2	
		Credit Hour: 2			Theoretical: 3 Hours	
Year: 1 Semester: II		Pre-requisite:			Practical: 0 Hour	
Goal: This course is designed to expose students to the major elements of environmental factors relevant to the understanding of Public Administration in Nigeria.						
General Objective: 1.0 Understand the concepts of ecology of administration						
Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Evaluation
1-2	1.1 Define ecology of administration 1.2 Explain the various components of the environment of administration e.g. social, political, economic, etc	Explain the various components of environmental factors as its affects administrative practice in Nigeria.	Information materials, pictures, pictorials, multimedia			Explain ecology of administration and its components as it affects the practice of administration.

61

General Objectives: 2.0 Identify the impacts of social systems on public administration						
3-4	2.1 Describe the relationship between socio-cultural, economic, and political systems i.e. the systems approach 2.2 Describe the effects of social system on administration	Discuss the impact of social systems on public administration	Text Books, Demonstration, Diagram			Explain the effects of socio-cultural, economic and political systems as they affect the practice of administration in Nigeria.
General Objectives 3.0: Know the administrative structures of the pre-colonial Nigerian societies						
5-6	3.1 Explain the social, economic, and political organization of the pre-colonial administration 3.2 Describe the administrative structures of the pre-colonial administration. 3.3 Explain the legislative, executive,	Explain the administrative governance in pre-colonial administration in Nigeria.	Information materials, pictures, pictorials, multimedia			Analysis the effectiveness of pre-colonial administration in each of the Nigerian society.

	and judicial functions in pre-colonial administration.				
General Objectives: 4.0 Understand the administrative structures under colonialism in Nigeria					
7-8	4.1 Explain the process of colonialism in Nigeria. 4.2 Explain the colonial policy of indirect rule. 4.3 Explain the administrative structures under colonial rule. 4.4 Explain the impact of constitutional development under colonial administration. 4.5 Explain the process of decolonization in Nigeria.	Discuss the various administrative of colonialism and the process of decolonization in Nigeria.	Information materials.		Analysis the effectiveness of indirect rule on the performance of colonial government.

General Objective: 5.0 Know the nature of the Nigerian Civil Service						
9-10	5.1 Define the term Civil Service 5.2 Explain the characteristics and functions of Nigerian civil service. 5.3 Explain the structure of civil service. 5.4 Describe the historical development of the Nigerian civil service. 5.5 Outline the problems affecting the civil service. e.g Corruption, nepotism, lack of ethics, etc 5.6 Explain the 1976 local government reforms	Discuss the nature and historical development of civil service in Nigeria. Explain the structure of civil service. Describe the historical development of the Nigerian civil service. Outline the problems affecting the civil service. e.g Corruption, nepotism, lack of ethics and	Information materials, pictures, pictorials, multimedia			Analysis the problems affecting civil service in Nigeria.

		the 1976 local government reforms					

General Objective: 6.0 Understand the environmental problems affecting the Nigerian public administration

11-12	6.1 Outline the impact of socio-cultural crises. 6.2 Outline the impacts of political developments and crises on administration 6.3 Outline the impacts of military in politics on administration 6.4 Outline the influences of international organizations e.g. AU, ECOWAS, UN, IMF, advance developed countries, etc 6.5 Outline the impacts of education, technology, etc on administration	Explain the various internal and external influences on administrative performance in Nigeria.	Information materials, pictures, pictorials, multimedia			Discuss the impact of technology on the development of public administration.

Programme: National Diploma in Public Administration			
Course: Administrative Behavior	**Code:** PAD 123		**Credit Unit:** 3
	Credit Hour: 3		**Theoretical:** 3 Hours
Year: 1 **Semester:** II	**Pre-requisite:**		**Practical:** 0 Hours
Goal: This course is designed to enable students understand the influence of administrative behavior on service delivery in Nigeria			
General Objectives: On the completion of the course, students should be able to: 1.0 Appreciate the concept of Public Administration and Administrative behavior; 2.0 Comprehend what an Administrative Science is; 3.0 Understand the problems affecting Administrative control 4.0 Appreciate how administrative behavior influences decision making in Nigeria public service; 5.0 Appreciate factors responsible for Administrative failure in Nigeria public service; 6.0 Understand the principles of Rationality for the study of administrative behavior; 7.0 Know the Psychology of Administrative Decisions; 8.0 Understand Administrative conflicts in service delivery in Nigeria;			

Programme: National Diploma in Public Administration						
Course: Administrative Behavior		Code: PAD 123			Credit Unit: 3	
		Credit Hour: 3			Theoretical: 3 Hours	
Year: 1 Semester: II		Pre-requisite:			Practical: 0 Hours	
Goal: This course is designed to enable students understand the influence of administrative behavior on service delivery in Nigeria						
General Objective: 1.0 Appreciate the concept of Public Administration and Administrative behavior						
Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Evaluation
1-2	1.1 Define Public Administration 1.2 Define the concept Administrative Behavior 1.3 Explain the scope of Administrative behavior 1.4 Describe the evolution of Administrative Behavior	Explain the conceptual definition of public administration and administrative behavior.	Information materials, pictures, pictorials, multimedia.			Describe the evolution of administrative behavior.
General Objective: 2.0 Comprehend what an Administrative Science is						
3-4	2.1 Explain the contribution of Herbert A. Simon to the development of Administrative Behavior	Explain administrative behavior in relation to decision making	Information materials, pictures, pictorials, multimedia			Explain the relevance of any two models in decision making.

	2.2 Appreciate the importance of decision making 2.3 Explain models/approaches of decision making: 2.4 Differentiate among the models/approaches in 2.3 above 2.5 Explain the Rational approach in decision making	in Nigeria public service. Explain the importance of decision making - model/approaches Explain the Rational approach in decision making	Decision Tree		

General Objective: 3.0 Understand the problems affecting Administrative control;

5-6	3.1 Identify factors responsible for administrative failure in an organization 3.2 Explain how the factors identified in 3.1 above affect workers behavior in Nigeria 3.3 Proffer solutions that will remedy the problems	Explain factors that are responsible for administrative failure, factors responsible for administrative failure in an organization Proffer solutions	Information materials, pictures, pictorials, multimedia			Outline the factors that hinder Administrative efficiency in Nigerian public sector.

		that will remedy the problems identified in 3.1 above				
	3.4 Explain how the attitude of a leader affect organization's targeted goals	Explain how the attitude of a leader affect organization's targeted goals				
General Objective: 4.0 Appreciate how administrative behavior influences decision making in Nigeria public service						
7-8	4.1 Describe the rationale for the study of Administrative Behavior 4.2 Explain the following Rational/principles of Administrative Behavior • Objectivities • Subjectivities • Consciously • Deliberately • Organizationally • Personally	Explain the rationality/ principles in comprehending Administrative behavior	Information materials, pictures, pictorials, multimedia			Analysis the effect of the rational/ principles of Administrative behavior in the advancement of public administration.

General Objective: 5.0 Appreciate factors responsible for Administrative failure in Nigeria public service						
9-10	5.1 Discuss purposive behavior in individuals 5.2 Discuss the Integration of Behavior 5.3 Examine the influence of 5.1 and 5.2 on the current practice of Nigerian Government and Administration.	Explain purposive and integration behavior.	Information materials, pictures, pictorials, multimedia			Distinguish between purposive and integration behavior
General Objective: 6.0 Understand the principles of Rationality for the study of administrative behavior						
11-12	6.1 Define the concepts of Administrative Science; 6.2 Describe Max Weber's democratic models as its affects administrative behaviour in public Organization. 6.3 Explain the contribution of administrative science school in	Explain the conceptual meaning of Administrative science.	Information materials, pictures, pictorials, multimedia			Discuss the concepts of administrative science.

	influencing rational behavior in the Nigerian public services.					
General Objective: 7.0 Know the Psychology of Administrative Decisions;						
13-14	7.1 Explain types of Administrative control. 7.2 State the qualities of good control measures in the Nigerian public service 7.3 Explain methods of Administrative control.	Explain types, methods and qualities of administrative controls.	Information materials, pictures, pictorials, multimedia			Discuss effects of administrative control in public service delivery.
General Objectives: 8.0 Understand Administrative conflicts in service delivery in Nigeria						
15-16	8.1 Define Administrative Conflict. 8.2 Explain the major types of Administrative conflict. 8.3 Explain the factors that necessitate conflict in public sector organization. 8.4 Describe possible ways of managing Administrative conflict.	Explain how administrative behavior influences administrative conflicts in public sector organization conflict, types and factors	Information materials			Discuss factors influencing administrative conflicts in government organization.

Programme: National Diploma in Public Administration		
Course: International Organization & Institutions	Code: PAD 124	Credit Unit: 2
	Credit Hour: 2 Hours	Theoretical: 2 Hours
Year: 1 Semester: II	Pre-requisite:	Practical: 0 Hour

Goal: This course is designed to acquaint students with the objectives and a broad overview of the International Organizations and Institutions

General Objectives: On the completion of the course, students should be able to:

1.0: Know the key conceptual issues in international organizations and institutions;

2.0: Understand the meaning, scope, characteristics and Theories of International Organizations;

3.0 Appreciate the background of the United Nations and its roles;

4.0 Appreciate the origin and functions of International Financial Organizations.

5.0 Understand the Common Wealth of Nations;

6.0 Appreciate the meaning and Origin of European Union (EU), WTO, UNESCO etc.;

7.0 Understand African Union (AU) and its Challenges;

8.0 Appreciate the Economic Community of West African (ECOWAS) States and its challenges

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Programme: National Diploma in Public Administration			
Course: International Organization & Institutions		**Code: 124**	**Credit Hour: 2**
		Credit Hour: 2 Hours	**Theoretical:** 2 Hours
Year: 1 **Semester:** II		**Pre-requisite:**	**Practical:** 0 Hour
Goal: This course is designed to acquaint students with the objectives and a broad overview of the International Organizations and Institutions			
General Objective: 1.0 Know the key conceptual issues in International Organizations and Institutions			

Theoretical Content			Practical Content		
Week	**Specific Learning Outcomes**	**Teacher's Activities**	**Resources**	**Specific Learning Outcomes**	**Teacher's Activities**	**Evaluation**
1-2	1.1 Explain the following concepts: • Block • Diplomacy • Collective Security • Treaty • Alliance • Pact • Balance of Power • Game Theory • National Interest • International Polities ▪ Public International Union ▪ The International System	Discuss the various concepts of international organization as listed in column one.	Information materials, pictures, pictorials, multimedia			Explain any three concepts of international organization

General Objectives: 2.0 Understand the characteristics, structure, organs, and the principles of International organizations						
3-4	2.1 Define International Organizations

2.2 Explain the Characteristics of International Organizations

2.3 Discuss the Contending Theories of International Organizations

2.4 State the types of International Organizations

2.5 Explain the Competence of International Organizations

2.6 Discuss the structure of International Organization as exercised

2.7 Outline the organs of International Organizations

2.8 Discuss exceptions to the principles of International Organizations | Discuss the structure organs and principles and the contending theories international organizations | Information materials, pictures, pictorials, multimedia | | | Explain the contending theories of International Organization |

	2.9 Analyze financing of International Organization				

General Objective: 3.0 Appreciate the Background of the United Nations and its Roles.

| 5-6 | 3.1 Explain the historical background of the United Nations (U.N)

 3.2 Explain the principles of the U.N

 3.3 Explain the aims and objectives of the U.N

 3.4 State Membership Organization of the U.N

 3.5 Explain veto power of new states in the United Nations.

 3.6 Describe the roles of New States in the United Nations.

 3.7 Explain Structural Transformation of the UN Since 1946 | Explain the evolution and role of U.N | Information materials, pictures, pictorials, multimedia | | | Highlight the criticisms of UN diplomacy |

	3.8 Explain Some United Nations Specialized Agencies 3.9 Discuss the Problems of the UN 3.10 Examine the Criticisms of UN Diplomacy					
General Objectives: 4.0 Appreciate the origin and functions of International Financial Organizations						
7-8	4.1 Explain the origin of IMF and World Bank 4.2 Discuss Functions of IMF and World Bank 4.3 Explain the resources and administrative organ of IMF 4.4 Describe Veto Power/Decision Making Process 4.5 Analyze the conditions/conditionalties for Assisting Member Countries	Discuss the origin and functions of IMF and world bank	Information materials, pictures, pictorials, multimedia			Explain the implications of taking IMF laon by developing countries

	4.6 Describe the implications of taking IMF loans in Third World Countries 4.7 Explain the objectives and contribution of ADB to the development African economics				
General Objective: 5.0 Understand the Commonwealth of Nations.					
9-10	5.1 Define the term Commonwealth 5.2 State the origin and background of the Commonwealth 5.3 State membership of the Commonwealth 5.4 Explain the structure of the Commonwealth 5.5 Discuss the justification for Nigeria membership of the Commonwealth	Discuss the origin and achievements of commonwealth	Information materials, pictures, pictorials, multimedia		Outline the contending problems of Commonwealth of Nations.

	5.6 Appraise the shortcomings of the Commonwealth					
	5.7 Discuss the achievements of the Commonwealth					
	5.8 Explain the problems of the Commonwealth					
General Objective: 6.0 Appreciate the Meaning and Origin of European Union (EU), WTO, UNESCO						
11-12	6.1 Define EU and state its origin 6.2 State members states of the EU 6.3 Explain Political and constitutional functions EU 6.4 Assess the objectives of EU, WTO, UNESCO, UNIDO, WHO etc. 6.5 Assess humanitarian aid of 6.2 above to developing nations	Discuss the origin of EU	Information materials, pictures, pictorials, multimedia			Outline the constitutional functions of the EU

	economy, and their environmental policy				
General Objectives 7.0 : Understand African Union (AU) and its Challenges					
13-14	7.1 Explain the origin of AU 7.2 Discuss objectives of African Union 7.3 Explain the arms of African Union and the implementation of the goals of the Sustainable Development Goal (SDG) 7.4 Explain African Union and the Millennium Development Goals 7.5 Describe Challenges of African Union	Discuss the objectives and challenges of African Union	Information materials, pictures, pictorials, multimedia		Critically discuss the achievements and challenges of African union
General Objective: 8.0 Appreciate the Economic Community of West African States (ECOWAS) and its challenges					
15-16	8.1 Explain the origin of ECOWAS	Discuss the origin of ECOWAS and outline its	Information materials, pictures,		Suggest solutions to the problems militating against

	8.2 Outline the aims and objectives of ECOWAS 8.3 List out the institutions of the ECOWAS 8.4 State the achievement of the Organization 8.5 Explain problems militating against the smooth running of the Organization and identify its prospects.	objectives and achievements. Explain problems militating against the smooth running of the Organization and its prospects.	pictorials, multimedia		Smooth Running of ECOWAS

Programme: National Diploma in Public Administration		
Course: Non-Governmental Organizations	Code: PAD 125	Credit Unit: 2
	Credit Hour: 2 Hours	Theoretical: 2 Hours
Year: 1 Semester: II	Pre-requisite:	Practical: 0 Hour

Goal: This course is designed to give students the knowledge of Non-Governmental Organization (NGOs) in developed and developing nations

General Objectives: On the completion of the course, students should be able to:

1.0 Appreciate the concept and scope of Non-Governmental Organizations (NGOs);

2.0 Appreciate the evolutionary process of Non-governmental organizations (NGOs);

3.0 Appreciate networking of Non-Governmental Organizations;

4.0 Appreciate administration and management of Non-Governmental Organizations (NGOs);

5.0 Appreciate Non-Governmental Organizations (NGOs) strategic management tools;

6.0 Appreciate the roles of Non-Governmental Organizations (NGOs) in community development.

7.0 Understand the prospects and Challenges of NGOs in the Developed and Developing nations

Programme: National Diploma in Public Administration					
Course: Non-Governmental Organizations		**Code:** PAD 125		**Credit Unit:** 2	
		Credit Hour: 2 Hours		**Theoretical:** 2 Hours	
Year: 1 **Semester:** II		**Pre-requisite:**		**Practical:** 0 Hour	
Goal: This course is designed to give students the knowledge of Non-Governmental Organization (NGOs) in developed and developing nations					
General Objective: 1.0 Appreciate the concept and scope of Non-Governmental Organizations (NGOs)					
Week	**Specific Learning Outcomes**	**Teacher's Activities**	**Resources**	**Specific Learning Outcomes**	**Teacher's Activities**	**Evaluation**
1-2	1.1 Define NGOs 1.2 Explain the scope of NGOs 1.3 Explain classification of NGOs 1.4 Explain the characteristics of NGOs 1.5 Examine the operational advantages and disadvantages of NGOs	Explain the conceptual understanding of NGOs, its characteristics, its operational advantages and disadvantages.	Information materials, pictures, pictorials, multimedia			Outline the operational advantages of NGOs
General Objectives 2.0: Appreciate the evolutionary process of Non-Governmental Organizations (NGOs)					
3-4	2.1 Describe the evolutional process of	Explain the reasons for the emergence of	Information materials,			Discuss the origin of NGOs and the

	NGOs	NGOs, the pattern of	pictures,			patens of its
	2.2 Explain reasons for emergence of NGO	NGOs operational activities and ways	pictorials, multimedia			operational activities.
	2.3 Explain the pattern of NGOs operational activities	of promoting the collaboration of NGOs				
	2.4 Explain ways of promoting the collaboration of NGOs					

General Objective: 3.0: Appreciate networking of Non-Governmental Organizations (NGOs)

5-6	3.1 Define NGO and its network	Discuss networking of NGOs operational activities.	Information materials, pictures, pictorials, multimedia			Explain the necessary criteria for effective networking of NGOs
	3.2 Explain the qualities of a good NGO					
	3.3 State the pre-requisite for effective networking of NGOs					

General Objectives: 4.0 Appreciate the administration and management of Non-Governmental Organizations (NGOs)

7-8	4.1 Explain the administration and management process of NGOs	Discuss the administration and management of NGOs.	Information materials, pictures, pictorials, multimedia			Explain how social problems can be identified for NGOs intervention
	4.2 Describe the process	Describe the process				

	procedures of establishing NGOs 4.3 Explain the institutional fame work of NGOs 4.4 Explain how to identify social problems for NGOs interventions	procedures of establishing NGOs Explain the institutional frame work of NGOs and how the social problems for NGOs interventions can be identify.			

General Objective: 5.0 Appreciate Non-Governmental Organizations (NGOs) strategic management tools.

9-10	5.1 Define strategic management 5.2 Explain a strategic tool for managing public utilities 5.3 Explain NGOs approach to solving community problems 5.4 Describe the following strategic management tools in the management	Discuss the strategic management tools in solving community problems. Describe the following strategic management tools e.g. – SWOT analysis and Matrix question mark projects etc.	Information materials, pictures, pictorials, multimedia			Outline the various approaches of NGOs in solving the problems of community

	of community projects e.g.: • SWOT analysis • Matrix question • Mark projects etc.				

General Objective: 6.0 Appreciate the roles of Non-Governmental Organizations (NGOs)s in community development

| 11-12 | 6.1 Describe the models of community development
6.2 Outline the Development Objectives of Non-Governmental Organizations (NGOs)
6.3 Examine the relevance of NGOs developmental objectives to the transformation of rural communities
6.4 Examine the activities/programme of NGOs in | Discuss the roles of NGOs to the transformations of rural communities.

Development Objectives of Non-Governmental Organizations (NGOs) and the activities/programme of NGOs in empowering rural communities | Information materials, pictures, pictorials, multimedia | | | State the various strategies adopted by NGOs in empowering rural communities. |

	empowering rural communities					

General Objective: 7.0   Understand the prospects and Challenges of NGOs in the Developed and Developing nations

13-14	7.1 Examine the challenges of NGOs in Developed and Developing nations. 7.2 Outline the prospects of NGOs 7.3 State the contributions of NGOs to Rural Community Development in Nigeria. 7.4 Explain the relevance or otherwise of NGOs to the third world nations	State the challenges of NGOs in Developed and Developing nations. Explain the contributions of NGOs to Rural Community Development in Nigeria. Outline the relevance or otherwise of NGOs to the third world nations	Information materials, pictures, pictorials, multimedia			Appraise the contribution of NGO s to rural community development in Nigeria.

PUBLIC ADMINISTRATION

ND II

FIRST SEMESTER COURSES

Programme: National Diploma in Public Administration		
Course: Introduction to Public Finance	**Code:** PAD 211	**Credit Unit:** 2
	Credit Hour: 2 Hours	**Theoretical:** 2 Hours
Year: II **Semester:** I	**Pre-requisite**	**Practical:** 0 Hour

Goal: This course is aims at acquainting the student with the financial policies and operations of government and how they can be used to enhance the efficiency of the Nigerian Economy

General Objectives: On the completion of the course, students should be able to:

1.0 Understand the meaning and scope of public finance;

2.0 Know the various sources of government revenues;

3.0 Appreciate the necessity for government expenditure;

4.0 Understand government budgeting system;

5.0 Appreciate the mechanisms of fiscal and monetary policies;

6.0 Understand public debt and public debt management process.

Programme: National Diploma in Public administration						
Course: Introduction to Public Finance			**Code:** PAD 211		**Credit Hour:** 2	
			Credit Hour: 2 Hours		**Theoretical:** 2 Hours	
Year: II **Semester:** I			**Pre-requisite**		**Practical:** 0 Hour	
Goal: This course is aims at acquainting the student with the financial policies and operations of government and how they can be used to enhance the efficiency of the Nigerian Economy						
General Objective: 1.0 Understand the meaning and scope of public finance						
Week	**Specific Learning Outcomes**	**Teacher's Activities**	**Resources**	**Specific Learning Outcomes**	**Teacher's Activities**	**Evaluation**
1-2	1.1 Define Public Finance 1.2 Explain the scope of public finance 1.3 Explain the distinction between public and private finances	Explain the concepts and scope of public finance	Information materials, pictures, pictorials, multimedia			Differentiate between public and private finances
General objective: 2.0: Know the various sources of government revenues						
3-4	2.1 Mention the various sources of funds to the federal state and local government 2.2 Differentiate tax revenue from non-tax revenue 2.1 Explain the terms	Explain the various sources of government revenue in Nigeria.	Information materials. Nigeria Constitution 1999.			Discuss with examples direct taxation and indirect taxation

	direct taxation and indirect taxation				

General Objective: 3.0 Appreciate the necessity for government expenditure

6-7	3.1 Explain the meaning and nature of public expenditure 3.2 Explain the purpose of public expenditures 3.3 Explain types of public expenditures 3.4 Explain the effects of public expenditures	Explain the various governmental public expenditures	Information materials, pictures, pictorials, multimedia			Explain the three types of public expenditures

General Objective: 4.0 Understand government budgeting system

8-9	4.1 Define budget and budgeting system 4.2 Mention types of budget 4.3 Explain the budget cycle	Explain budgeting systems in Nigeria	Information materials			Illustrate the budget cycle with examples.

General Objective: 5.0: Appreciate the mechanisms of fiscal and monetary policies

9-10	5.1 Explain the difference between fiscal and	Explain the application the	Information materials,			Describe the differences

	monetary policies 5.2 Explain the role of fiscal policy in promoting economic stability 5.3 Explain the limitation of fiscal policy in developing countries	fiscal and monetary policies in Nigeria	pictures, pictorials, multimedia			between monetary and fiscal policies with examples
General Objective: 6.0: Understand public debt and public debt management process						
11-12	6.1 Define public debt and public debt management 6.2 Explain the rationale for public debt 6.3 Explain the structure of public debt in Nigeria 6.4 Explain the mechanism for public debt management in Nigeria 6.5 Identify major lending institutions (e.g. IMF, WB, ADB, etc)	Explain public debt and public debt management Explain the rationale, structure, mechanism, for public debt management in Nigeria Enumerate major lending institutions (e.g. IMF, WB, ADB,	Information materials, pictures, pictorials, multimedia			Examine the impact effective management of public debt in Nigeria system.

	6.6 Examine the processes of borrowing e.g (IMF conditionality) 6.7 List out the advantages and disadvantages of public debt	etc)				

Programme: National Diploma in Public Administration		
Course: Nigerian Government and Politics II	Code: PAD 212	Credit Unit: 2
	Credit Hour: 2 Hours	Theoretical: 2 Hours
Year: II Semester: I	Pre-requisite	Practical: 0 Hours
Goal: This course is designed to expose students to the dynamics of politics and governance of the Nigerian Nation from end of first republic to date.		
General Objectives: On the completion of the course, students should be able to: 1.0 Understand political crises in Nigeria; 2.0 Appreciate the emergence of military intervention in Nigeria; 3.0 Appraise military governments in Nigeria from 1966 to 1979 and from 1983 to 1999; 4.0 Understand the factors leading to the outbreak of Nigerian Civil War (1967 to1970) 5.0 Appreciate politics and governance in the Second Republic (1979 to 1983); Appreciate the contemporary issues in the politics and governance of Nigeria from 1999 to date		

Programme: National Diploma in Public Administration			
Course: Nigerian Government and Policies II		Code: PAD 212	Credit Hour: 2
		Credit Hour: 2 Hours	Theoretical: 2 Hours
Year: II Semester: I		Pre-requisite	Practical: 0 Hours
Goal: This course is designed to expose students to the dynamics of politics and governance of the Nigerian Nation from end of first republic to date			

General Objective: 1.0 Understand political crises in Nigeria

Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Evaluation
1-2	1.1 Explain political crises in Nigeria 1.2 Examine the social and economic crises in Nigeria 1.3 Explain the relationship among the crises and the implications of governance in Nigeria	Describe political and socio-economic crises in Nigeria. show the relationship among the crises and the implications of governance in Nigeria	Information materials, pictures, pictorials, multimedia			Examine the causes of political crises in Nigeria.

General Objective: 2.0 Appreciate the emergence of military intervention in Nigeria

Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Evaluation
3-4	2.1 Explain the traditional role of the military 2.2 Examine the reasons	Explain the reasons for military	Information materials, pictures,			Discuss the traditional roles of military and

	adduced for military intervention in Nigerian politics 2.3 Reconcile 2.2 above with various crises in Nigerian polity	intervention in Nigeria.	pictorials, multimedia			the reasons for their intervention into politics.
General Objective: 3.0 Appraise military governments in Nigeria from 1966 to 1979 and from 1983 to 1999						
5-6	3.1 Explain governance in Nigeria under the military regimes from 1966 to 1979 and 1983 to 1999. 3.2 Assess the military governments in Nigeria under 3.1 above.	Explain the roles played by military in government in Nigeria.	Information materials, pictures, pictorials, multimedia			Outline the contributions made by military government in Nigeria.
General Objective: 4.0 Understand the factors leading to the outbreak of Nigerian Civil War (1967 to1970)						
7-8	4.1 Examine the factors leading to the outbreak of the Civil War 4.2 Explain the factors that facilitate the ending of the Civil War	Discuss the factors leading to outbreak in the Nigeria's civil war. Outline the post-war efforts at	Information materials, pictures, pictorials, multimedia			Assess the impact of reconciliation, rehabilitation and reconstruction after the

	4.3 Assess the post-war efforts at National Reconciliation, Rehabilitation and Reconstruction (RRR)	National Reconciliation, Rehabilitation and Reconstruction (RRR)				Nigerian civil war
General Objective: 5.0 Appreciate politics and governance in the Second Republic (1979 to 1983)						
9-10	5.1 Explain the political parties of the second republic 5.2 Explain the political structures and operations of the second republic 5.3 Examine factors leading to the collapse of the second republic	Discuss politics and governance during the second republic and the factors leading to the collapse of the second republic	Information materials, pictures, pictorials, multimedia			Explain the failure of party polities leading to collapse of second republic.
General Objective: 6.0 Appreciate the contemporary issues in the politics and governance of Nigeria from 1999 to date						
11-12	6.1 Examine politics and governance in Nigeria from 1999 to date. 6.2 Explain political development in Nigeria from 1999 to 2007	Discuss the contemporary issues of polities from 1999 to date Examine the political development in	Information materials, multimedia			Assess the political development in Nigeria during the democratic dispensation of Olusegun

	6.3 Explain political development in Nigeria from 2007 to 2015 6.4 Explain political development in Nigeria from 2015 to date.	Nigeria from 1999 to 2007, from 2007 to 2015, and from 2015 to date.			Obasanjo and Muhammadu Buhari's Administration. .

Programme: National Diploma in Public Administration			
Course: Principles of Human Resources Management	Code: PAD 213		Credit Unit: 3
	Credit Hour: 3		Theoretical: 3 Hours
Year: II Semester: I	Pre-requisite		Practical: 0 Hour

Goal: This course is designed to enable students understand the basic principles and practices of human resource management

General Objectives: On the completion of the course, students should be able to:

1.0 Appreciate the concept of human resources management

2.0 Appreciate manpower planning and procedures

3.0 Appreciate the principles of job analysis

4.0 Understand the procedures involved in staff procurement

5.0 Appreciate the various stages of training and developing staff

6.0 Appreciate performance appraisal

7.0 Appreciate the procedure for rewarding staff

8.0 Appreciate the principles of staff welfare scheme

9.0 Recognize the procedures of carrying out audit.

10.0   Appreciate the management of personnel records

11.0   Appreciate labour-management relations

Programme: National Diploma in Public Administration						
Course: Principles of Human Resources Management	Code: PAD 213			Credit Hour: 3		
	Credit Hour: 3			Theoretical: 3 Hours		
Year: II Semester: I	Pre-requisite			Practical: 0 Hour		
Goal: This course is designed to enable students understand the basic principles and practices of human resource management						
General Objective: 1.0 Appreciate the concept of human resources management						
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Evaluation
1-2	1.1 Define human resource management 1.2 Explain the importance of human resource to an organization 1.3 Explain the rationale for the study of human resource management as a discipline 1.4 Identify the goals of	Explain the concepts of human resource management, Explain the importance of human resource to an organization and the rationale for the study. Explain the goals and function of	Information materials, pictures, pictorials, multimedia			Explain the rational for the study of human relation Explain the functions of human resource management

	human resources management	human resources management				
	1.5 State the functions of human resource management					

General Objective: 2.0 Appreciate manpower planning and procedures

3-4	2.1 Define manpower planning 2.2 State the objectives of manpower planning 2.3 Identify manpower wastages and how to cope with such wastages 2.4 Explain the concepts of manpower demand and supply 2.5 Define man power forecasting 2.6 State the factors that influence manpower forecasting 2.1 Identify the	Explain manpower planning and its procedure of operations. Explain the concepts of manpower demand and supply Define man power forecasting State the factors that influence manpower forecasting	Information materials, pictures, pictorials, multimedia			Discuss man power utilization and under- utilization in public organization.

	techniques of manpower forecasting.					
General Objective: 3.0 Appreciate the principles of job analysis						
5-6	3.1 Define the concept of job, duty and task 3.2 Define job analysis 3.3 State the uses of job analysis 3.4 Explain the processes of job analysis 3.5 Define job description, schedules of duties and job specifications 3.6 Explain how job description is carried out and its relationship with schedule of duties 3.7 Explain the importance of job specification	Explain the various principles of jobs analysis, the uses, processes, job description of job analysis and job specifications Explain how job description is carried out and its relationship with schedule of duties	Check list, Information materials.			Explain the principles of job analysis, job description and job specification

General objective: 4.0: Understand the procedures involved in staff procurement						
7-8	4.1 Explain the meaning of staff procurement 4.2 Identify the stages involve in staff procurement 4.3 Define recruitment, selection, and placement 4.4 Explain how recruitment exercise is carried out 4.5 Explain the stages in the selection process 4.6 Explain the process of placement of staff 4.7 Identify the signs that a personnel procurement exercise was successfully	Discuss staff procurement in organization of staff Explain the stages involve in staff procurement, recruitment, selection, and placement Explain how recruitment exercise is carried out and the stages in the selection process Examine the process of placement of staff Identify the signs that a personnel	Check list, Information materials			Explain how staff recruitment, selection and placement is carried out in organization.

	carried out	procurement exercise was successfully carried out				
General objective: 5.0 Appreciate the various stages of staff training and developing						
9-10	5.1 Define the concepts of training and development 5.2 Differentiate between training and development 5.3 State the methods of: • Training (e.g. on the job, and off the job • Development (e.g. rotation etc) 5.4 Explain the various approaches to training and its	Explain the procedure of training and development in organization. Differentiate between training and development State the methods of: • Training (e.g. on the job, and off the job • Development (e.g. rotation etc) Explain the various	Multimedia, Information materials, demonstration			Distinguish between on-the job and off- the job training.

	relevance to organizational policies e.g administrative approach, etc)	approaches to training and its relevance to organizational policies e.g administrative approach, etc)				
	5.5 Explain the stages involve in the design of training programme					
	5.6 Explain the relationship between relevant training programmes and career progression in an organization	Explain the relationship between relevant training programmes and career progression in an organization				
General Objective: 6.0 Appreciate performance appraisal						
11-12	6.1 Define performance appraisal 6.1 Identify the various approaches to performance appraisal	Explain the justification for performance appraisal and show the various	Check list, information materials			Explain the importance of performance appraisal in the public service.

	6.2 Identify the various methods in each approach in 6.2 above 6.3 State the merits and demerits of each approach in 6.2 above 6.4 Identify the best approach to staff appraisal 6.5 Explain the justification of the choice in 6.5 above 6.6 Outline the uses of performance appraisal 6.7 Identify performance appraisal instruments 6.8 Explain how this instrument can be effectively used	methods in each approach. Explain the merits and demerits of performance appraisal instruments in 6.8 above	Performance Appraisal Form.		

	in the public service				
General Objectives: 7.0 Appreciate the procedure for rewarding staff					
13-14	7.1 Define motivation 7.2 Define salary, wage, benefit, personal emoluments 7.3 Explain the difference between salary and wage 7.4 Explain the use of wage or salary as a motivational factor in Nigeria 7.5 Define job evaluation 7.6 Explain how job evaluation can be used for equitable salary administration 7.7 Explain the problems of salary administration in tertiary institutions in	Explain to the student's salary, wage, benefit, personal emoluments Explain the use of wage or salary as a motivational factor in Nigeria Explain how job evaluation can be used for equitable salary administration Explain the problems of salary administration in	Information materials, demonstration Salary Table			Discuss the impact of salary and wages in enhancing staff performance

	Nigeria	tertiary institutions in Nigeria. Explain the procedures of rewarding staff in organizations.				
General Objective: 8.0 Appreciate the principles of staff welfare scheme						
15	8.1 Explain the concept of staff welfare 8.2 Identify the different types of staff welfare schemes 8.3 Explain the consequences of inadequate staff welfare schemes 8.4 State the advantages of staff welfare to: • The employee • The organization	Discuss the principles of staff welfare schemes in organization. Explain the consequences of inadequate staff welfare schemes State the advantages of staff welfare to • The employee • The organization	Information materials.			Discuss consequences of inadequacy of staff welfare schemes.
General Objective: 9.0 Recognize the procedures of carrying out audit						

16	9.1 Define the concept of audit, auditing and staff audit 9.2 Explain the processes involved in carrying out staff audit 9.3 State the uses of staff audit 9.4 Explain the importance of staff audit in an organization	Explain the processes involved in carrying out staff audit State the uses of staff audit and how staff audit is carrying out.	Information materials, check list			Outline the benefit of staff audit in an organization
General Objective: 10.0 Appreciate the management of personnel records						
17	10.1 Define personnel records 10.2 Analyze the different constituents of personnel records 10.3 Explain the importance of personnel records management in an organization	Explain the different constituents of personnel records Explain the importance of personnel records management in an organization Analyze the merits	Check list, record template and multimedia.			Outline the importance of modern records of personnel management

	10.4 Explain the modern methods of personnel records 10.5 Analyze the merits and demerits of the methods in 10.4 above	and demerits of the personnel records in an organization.				
General Objective: 11.0 Appreciate labour-management relations						
18	11.1 Define the concepts of labour management, industrial relations and collective bargaining 11.2 Explain the relationship between labour and management 11.3 Identity factors that can lead to industrial unrest in an organization 11.4 Explain the meaning of trade dispute	Explain the relationship between labour and management and factors that can lead to industrial unrest in an organization	Information materials, pictures, pictorials, multimedia			Explain the importance of labour-management relations in resolving trade dispute in Nigeria

	11.5 Explain the machinery for resolving trade dispute in the public service in accordance with the existing Trade Dispute Act. 11.6 Explain the meaning and composition of Public Service Negotiation Council. 11.7 Explain the roles of the Public Service Negotiation Council in maintaining industrial training.	Explain the meaning of trade dispute and the machinery for resolving trade dispute in the public service in accordance with the existing Trade Dispute Act. Explain the meaning and composition of Public Service Negotiation Council and the roles of the Public Service Negotiation Council in maintaining relationships in an organization.			

Programme: National Diploma in Public Administration		
Course: Introduction to Public Enterprises Management	Code: PAD 214	Credit Unit: 2
	Credit Hour: 2 Hours	Theoretical: 2 hours/week
Year: II Semester: I	Pre-requisite	Practical: 0 Hour

Goal: This course is designed to enable students understand the concept of public enterprise management and its operational activities in Nigeria.

General Objectives: On the completion of the course, students should be able to:

1.0 Understand the concepts and types of public enterprises;

2.0 Know the scope and rational for establishing public enterprise.

3.0 Appreciate planning techniques in public enterprises management;

4.0 Understand co-ordination in the management of public enterprises;

5.0 Know instruments of control in public enterprises management;

6.0 Know the concepts of Public-Private partnership

Programme: National Diploma in Public Administration						
Course: Introduction to Public Enterprises Management			**Code:** PAD 214		**Credit Unit:** 2	
			Credit Hour: 2 Hours		**Theoretical:** 2 hours/week	
Year: II **Semester:** I			**Pre-requisite**		**Practical:** 0 Hour	
Goal: This course is designed to enable students understand the concept of public enterprise management and its operational activities in Nigeria.						
General Objective: 1.0 Understand the concepts and types of public enterprises						
Theoretical Content				**Practical Content**		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Evaluation
1-2	1.1 Explain the meaning of public enterprise 1.2 Differentiate types of public enterprises 1.3 Distinguish between public and private enterprises 1.4 Explain the role of public enterprises in the economy 1.5 Explain the management process in public enterprise	Explain public enterprises and its roles in developing Nigeria economy. Explain the Differences between public and private enterprises.	Information materials, pictures, pictorials, multimedia			State the various conceptual views of public enterprises.

General Objective: 2.0 Know the scope and rational for establishing public enterprises.

| 3-4 | 2.1 Explain the scope of public enterprises in Nigeria.
 2.2 Describe the rational of establishing Public enterprises in Nigeria
 2.3 Explain the importance of public enterprise in Nigeria.
 2.4 Outline the limitations of public enterprise in Nigeria. | Explain the scope and rational for establishing public enterprise in Nigeria | Information materials, pictures, pictorials, multimedia | | | Write out the rational of establishing public enterprise in Nigeria |

General Objective: 3.0 Appreciate planning techniques in public enterprises management

| 5-6 | 3.1 Explain planning procedures in public enterprise management
 3.2 Describe the process and techniques of planning
 3.3 Explain management by objectives (MBO) | Examine the various techniques applied in public enterprise management;

 -Planning

 -Management by objectives | Information materials, pictures, pictorials, multimedia | | | Outline the essential features of management by objectives as planning techniques. |

	as a management technique 3.4 Explain corporate management as a planning technique 3.5 Explain the problems of management techniques	-Corporate Management and -Problem Management techniques.				
General Objective: 4.0 Understand co-ordination in the management of public enterprises						
7-8	4.1 Define co-ordination as a task of management of public enterprises 4.2 Explain processes of co-ordination such as communication, conflict resolution etc. 4.3 Describe leadership and supervision	Explain the principles coordination for effective management of public enterprises in Leaderships and supervisions.	Information materials			Outline the importance of coordination to public enterprises management
General Objective: 5.0 Know the instruments of control in public enterprises management						
9-10	5.1 Explain the meaning of control in an organization 5.2 Examine the strategies	Describe the various techniques/principle	Information materials, pictures,			Outline the various techniques of control of

	of control available to management in public enterprises e.g. budgeting and auditing	s used in the control of public enterprises.	pictorials, multimedia		public enterprises in Nigeria.
	5.3 Explain the need to control corruption, problems of inefficiency, political interference, etc in public enterprises				
	5.4 Identify how to solve problems of public enterprises e.g. commercialization privatization, deregulation and liberalization, etc.				
General Objective: 6.0 Know the concepts of Public-Private Partnership in the Management of public enterprise.					
11-12	6.1 Explain the concepts of Public Private partnership (PPP) 6.2 Explain the rational for Public Private Partnership (PPP) 6.3 Explain the merits and demerits of PPP	Explain the concepts and rational of Public Private Partnership (PPP). Explain the merits and demerit of PPP	Information materials, pictures, pictorials, multimedia		Examine the merits and demerits of Public Private Partnership (PPP) in Nigeria.

Programme: National Diploma in Public Administration			
Course: Research Methods		**Code:** PAD 215	**Credit Unit:** 2
		Credit Hour: 2 Hours	**Theoretical:** 2 Hours
Year: II **Semester:** I		**Pre-requisite:**	**Practical:** 0 Hours

Goal: This course is designed to familiarize the student with the fundamentals of research methods so that he can independently undertake a research project**.**

General Objectives: On the completion of the course, students should be able to:

1.0 Understand the concept of research;

2.0 Know scientific research methods;

3.0 Know how to write a research proposal;

4.0 Appreciate research design;

5.0 Understand the methods of collecting and analyzing data;

6.0 Know how to write research reports (Project).

Programme: National Diploma in Public Administration						
Course: Research Methods			**Code:** PAD 215		**Credit Unit:** 2	
			Credit Hour: 2 Hours		**Theoretical:** 2 Hours	
Year: II **Semester:** I			**Pre-requisite:**		**Practical:** 0 Hours	
Goal: This course is designed to familiarize the student with the fundamentals of research methods so that he can independently undertake a research project**.**						
General Objective: 1.0 Understand the concept of research						
Theoretical Content				**Practical Content**		
Week	**Specific Learning Outcomes**	**Teacher's Activities**	**Resources**	**Specific Learning Outcomes**	**Teacher's Activities**	**Evaluation**
1-2	1.1 Define the concept of research 1.2 Examine the various types of researches 1.3 Explain the reasons why we conduct research	Explain the conceptual understanding of research	Information materials			Explain various definition of research
General Objective: 2.0 Know scientific research methods						
3-4	2.1 Explain the methods of knowing/acquiring (in tuition, reasoning, experience, rationality, believe and scientific. 2.2 Explain the characteristics of the scientific methods of research	Discuss various methods of acquiring knowledge by reasoning, experience, rationality,	Information materials			Discuss various methods of acquiring knowledge with relevant examples

	2.3 List the basic elements of the scientific method 2.4 Explain conceptual and operational definitions of scientific research	believe and scientific. Explain the merit and demerit of the listed methods.				
General Objective: 3.0 Know how to write a research proposal						
5-6	3.1 Identify a research topic 3.2 Explain the steps involve in writing a research proposal: • Introduction • Statement of problem • Objective of study • Significance of study • Scope and limitation of study • Literature review • Hypothesis • Theoretical	Explain how to write a research proposal.	Information materials, pictures, pictorials, multimedia				Write out a research proposal

	framework • Methodology • Definition of terms 3.3 Write a research proposal				
General Objective: 4.0 Appreciate research designs					
7-8	4.1 Explain the meaning of sample 4.2 Explain the various types of populations and samples 4.3 Describe the procedures of establishing population boundaries and samples size.	Explain the various research designs. Explain the various designs, types of populations and samples, the procedures of establishing population boundaries and samples size.	Information materials,		Differentiate between sample population and sample size.
General Objective: 5.0 Understand the methods of collection and analyzing data					
9-10	5.1 Describe the various methods used in collecting data e.g. • observation,	Describe the methods of data	Information materials, SPSS,		Distinguish between observations and questioning as a

	• documents, • interview • questionnaire 5.2 Explain the use of observation and documents in research 5.3 Identify the advantages and disadvantages of observation and documents 5.4 Describe the use of questionnaire and interviews as instruments of data collection in social research 5.5 Construct questionnaire and interview schedules 5.6 Construct response modes and scales for measurements 5.7 Explain the advantages	collection and data analysis: e.g. observation, documents, interview and questionnaire Identify the advantages and disadvantages of observation. Explain the use of questionnaire and interviews as instruments of data collection in social research Explain the procedures of Constructing questionnaire and interview schedules	Statistical tools. Online Research Calculator			technique for data connection.

	and disadvantages of using questionnaires and interviews in social research				
General objective: 6.0 Know how to write research reports (Project)					
11-12	6.1 Describe the procedure for writing a research report 6.2 Explain how to write an introduction to a research report 6.3 Identify a research problem 6.4 Identify the purpose and objectives of a research report 6.5 Formulate hypothesis and explain the significance of the study 6.6 Relate theory to	Explain the essential features of research reports. Explain how to write an introduction to a research report Identify a research problem the purpose and objectives of a research report, Formulate hypothesis, the significance of the study,	Information materials, Samples of Projects, Reference Materials, journal and periodicals.			Formulate a hypothesis from any topic of your choice.

	research problem statement 6.7 Describe various methods of data analysis 6.8 Explain the importance of references, appendices and bibliography in research	research problem statement, data analysis, references, appendices and bibliography in research.			

Programme: National Diploma in Public Administration		
Course: Democratic Governance	Code: PAD 216	Credit Unit: 2
	Credit Hour: 2	Theoretical: 2 Hours
Year: II Semester: I	Pre-requisite	Practical: 0 Hours
Goal: This course is designed to enable students know the challenges involved in democratic governance.		
General Objectives: On the completion of the course, students should be able to: 1.0 Understand the conceptual meaning and evolution of Democratic Governance; 2.0 Appreciate the foundations of Democracy and Good Governance; 3.0 Understand the various types of Democracy and the Democratization theory; 4.0 Know the influence of Constitutional Democracy in Nigeria; 5.0 Know how environmental conditions influences Democratic Governance; 6.0 Appreciate the Social forces militating against Democratic Governance; 7.0 Understand the political structure and participation in Nigeria democracy.		

Programme: National Diploma in Public Administration			
Course: Democratic Governance	**Code:** PAD 216		**Credit Unit:** 2
	Credit Hour: 2		**Theoretical:** 2 Hours
Year: II **Semester:** I	**Pre-requisite**		**Practical:** 0 Hours
Goal: This course is designed to enable students know the challenges involved in democratic governance.			
General Objective: 1.0 Understand the conceptual meaning and evolution of Democratic Governance			

	Theoretical Content			Practical Content		
Week	**Specific Learning Outcomes**	**Teacher's Activities**	**Resources**	**Specific Learning Outcomes**	**Teacher's Activities**	**Evaluation**
1-2	1.1 Identify the meanings of, and criteria for, democracy; 1.2 Define Democratic governance 1.3 Describe the evolution of democratic ideas and practice 1.4 Distinguish between democratic and non-democratic institutions and practices	Explain the conceptual meanings and evolution of democratic governance.	Information materials, Samples of Projects, Reference Materials, journal and periodicals.			Define democracy and write out democratic principles.

General Objective: 2.0 Appreciate the Conceptual Foundations of Democracy and Good Governance						
3-4	2.1 Explain Democracy, good governance and the rule of law 2.2 Explain Democracy, good governance and its relationship to economic development 2.3 Explain democracy and its relationship to good governance 2.4 Discuss Democracy, good governance and its influence in building a peaceful society	Explain the foundation of democracy and good governance.	Information materials			Discuss the impact of rules of law in enhancing good governance in Nigeria.
General Objective: 3.0 Understand the various types of Democracy and the Democratization theory						

5-6	3.1 Explain the Democratization theory.	Discuss various types of democracy and democratization theory and its concepts, such as freedom, equality, majority rule, republicanism, constitutionalism, and citizenship.	Information materials, Samples of Projects, Reference Materials, journal and periodicals.			State the relationship of democracy to the following concepts: Freedom, Equality, Constitutionalism, etc
	3.2 Explain the types of democracy in contemporary nations.					
	3.3 Explain the processes and institutions of democracy.					
	3.4 Explain the relationship of democracy to the related concepts, such as freedom, equality, majority rule, republicanism, constitutionalism, and citizenship.					
General Objective: 4.0 Know the influences of Constitutional Democracy in Nigeria						
7-8	4.1 Identify practices of leading democratic nations.	Discuss the influences of constitutional	Information materials, demonstration.			Discuss social and political conditions that influence

	4.2 Describe how changing social and political conditions influences democratic practices in Nigeria. 4.3 Evaluate the strengths and weaknesses of democratic process in Nigeria.	democracy in Nigeria.				democratic practice in Nigeria.

General Objective: 5.0 Know how environmental conditions influence Democratic Governance in Nigeria.

9-10	5.1 Describe how environmental conditions influence democratic ideas and practices among nations. 5.2 Explain how technological environment influences electoral process in Nigeria. 5.3 Describe the prospects of democracy	Explain the benefits enjoyed by citizens in developing nations.	Information materials, Samples of Projects, Reference Materials, journal and periodicals.			Outline the environmental factors influencing the electoral process in Nigeria.

	derivable by citizens in the developing nations					

General Objective: 6.0 Appreciate the social forces militating against Democratic Governance

11-12	6.1 Examine how the political structures influences democracy in Nigeria e.g. • Political institutions • political parties, etc 6.2 Explain the origins of dictatorship in democracy in developed and developing countries. 6.3 Examine democratic transitions process across nations e.g • Measuring support for democracy in a changing society; • Regime type and the impact of democracy.	Discuss the political structures that influence democracy	Information materials, party manifestos and standing order.			Analysis how political structures influence democracy in Nigeria. Discuss the instability of the legislature as its affect democracy.

	• The leadership style transitions in developing nations. 6.4 Describe the following democratic deficits: • The changing character of the global struggle for democracy • Racism and democracy • Diversity, conflict and democracy • Political representation of gender, ethnicity and race				

General Objective: 7.0 Understand political culture and participation in Nigeria.

13-14	7.1 Define political culture. 7.2 Discuss political participation in Nigerian political setting with particular reference to women	Explain political culture and participation in Nigeria settings with limitations to women participation.	Information materials, Samples of Projects, Reference Materials,			Discuss prospects of women participations in Nigeria political settings.

participation in politics. 7.3 Outline the Characteristics of democracy in Nigeria 7.4 Examine Democracy in Nigeria (Prospects, challenges and consolidation) 7.5 Contrast National and global context of democracy		journal and periodicals.	

PUBLIC ADMINISTRATION

ND II

SECOND SEMESTER COURSES

Programme: National Diploma in Public Administration		
Course: Inter-Governmental Relations	Code: PAD 221	Credit Unit: 2
	Credit Hour: 2 Hours	Theoretical: 2 Hours
Year: II Semester: II	Pre-requisite:	Practical: 0 Hours
Goal: This course is designed to give the student a good knowledge of inter-governmental relations in Nigerian federal setting.		
General Objectives: On the completion of the course, students should be able to: 1.0 Know the concepts and models of Inter-Governmental Relations (IGR) 2.0 Understand the structure and patterns of Inter-Governmental Relations 3.0 Understand the operation of Inter-Governmental Relations in a federal system 4.0 Know the management of conflicts Inter-Governmental Relation 5.0 Understand the role of Non-governmental Organizations (NGOs) in Inter-Governmental Relation 6.0 Understand fiscal operations in Inter-Governmental Relations		

Programme: National Diploma in Public Administration						
Course: Inter-Governmental Relations			**Code:** PAD 221		**Credit Unit:** 2	
			Credit Hour: 2 Hours		**Theoretical:** 2 Hours	
Year: II **Semester:** II			**Pre-requisite:**		**Practical:** 0 Hours	
Goal: This course is designed to give the student a good knowledge of inter-governmental relations in Nigerian federal setting.						
General Objective: 1.0 Know the concepts and models of Inter-Governmental Relations (IGR)						
Week	**Specific Learning Outcomes**	**Teacher's Activities**	**Resources**	**Specific Learning Outcomes**	**Teacher's Activities**	**Evaluation**
1-2	1.1 Define inter-governmental relation 1.2 Explain the different models of intergovernmental relations e.g • conceptual models, • systems model, • decision-making model, • empirical analytical model, etc 1.3 Examine the models of central-state-local relations e.g.	Explain the various models of IGR in Nigeria. Explain the different models of intergovernmental relations Explain the types of executives and its effects on inter-governmental relations like presidential or single executive, collegial or plural	Information materials, Samples of Projects, Reference Materials, Journal Periodicals.			Explain the models of central-state relations and its effects on inter-governmental relations like presidential or single executive.

	• separated model, • inclusive model, • over lapping model, etc 1.4 Explain the types of executives and its effects on inter-governmental relations e.g. • Presidential • Single executive • Collegial • Plural executive • Parliamentary executives. 1.5 Examine the various conceptual models of federalism of IGR.	executive and parliamentary executives.			

General Objective: 2.0 Understand the structure and patterns of Inter-Governmental Relations

3-4	2.1 Identify the patterns of interactions among the levels of government: • Central-State-Local	Explain the various inter-relationships between different levels of	Information materials, Diagrams			Discuss the implications of joint ventures and joint account between the

	• Central-State • Central-Local • State-State or Inter-state • State-Local • Local-Local • Inter-Local 2.2 Explain the centers of political powers at different levels of government e.g. • Executive • Legislature • Judiciary • Bureaucracy etc. 2.3 Explain the relations among the centers identified in 2.2 above at the same level and between or among levels of government 2.4 Explain the administrative	government in Nigeria: Central-State-Local Central-State Central-Local State-State or Inter-state State-Local Local-Local or Inter-Local Explain administrative relations among the levels of government.				state and the local government;

	relations among the levels of government. 2.5 Explain the political relations among the levels of government. 2.6 Explain the economic relations among the levels of government e.g. joint ventures and joint accounts.				
General Objective: 3.0 Understand the operation of Inter-Governmental Relations in a federal system					
5-6	3.1 Define Federalism 3.2 Explain the meaning of: • Dual Federalism • Cooperative federalism • Quasi federalism • Fend for yourself federalism • Co federalism 3.3 Examine the causes of conflicts in federalism. 3.4 Identify was of keeping the centrifugal and	Describe the operations of inter-governmental relations in Nigeria. Explain the causes of conflicts in federalism and the	Information materials, Samples of Projects, Reference Materials, journal and periodicals.			Outline strategies for successful inter-governmental relations in Nigeria.

	centripetal forces in a federation in equilibrium 3.5 Examine how the levels of government collaborate in the formulation and implementation of public policies 3.6 Explain the meaning of grants-in-aid, conditional grants and unconditional grants. 3.7 Identify the factors that tend to militate against inter-governmental administrative relations in a federation.	centrifugal and centripetal forces in a federation in equilibrium Explain how the levels of government collaborate in the formulation and implementation of public policies				
General Objective: 4.0 Know the management of conflicts in Inter-Governmental Relations						
7-8	4.1 Explain the nature of conflicts Inter Governmental	Describe the management of conflicts in inter-	Information materials, Samples of			Explain the roles of communication as an effective strategy

		Relationships (IGR) system.	governmental relations in Nigeria.	Projects, Reference Materials, journal and periodicals.			to enhance successful inter-governmental relations in Nigeria
		4.2 Identify the causes of conflicts in IGR system.					
		4.3 Explain how to manage conflicts in the inter-governmental relations system.	Explain the causes of conflicts in IGR system and how to manage conflicts relations system.				
		4.4 Explain the role of communication in the management of conflicts in IGR.	Explain the role of communication in the management of conflicts in IGR. and the institutions and structures that are used in the management of inter-governmental relations.				
		4.5 Explain the institutions and structures that are used in the management of inter-governmental relations e.g. • National Council of State, National Council on Establishments, • National Council					

	on Trade, • National Council on Agriculture, Traditional Institutions, etc 4.6 Explain the importance of informal structure or methods in the management and resolution of conflicts (e.g. meeting of Governors, Traditional Rulers, Council Chairmen, politicians, ministers, etc)				
General Objective: 5.0 Understand the role of Non-Governmental Organizations (NGOs) in Inter-Governmental Relations					
9-10	5.1 Define Non-Governmental Organizations 5.2 Identify Non-Governmental Organization and Civil Society Organization (CSO) e.g Academic	Describe the contributions of NGOs and CSOs in enhancing effective inter-governmental relations in Nigeria.	Information materials, Samples of Projects, Reference Materials, journal and periodicals.		Outlines the importance of NGOs in facilitating effective governance.

	Staff Union of Polytechnic (ASUP), Nigerian Medical Association (NMA), Nigerian Bar Association (NBA),Women in Nigeria (WIN), Council of Women Societies (CWS), Human Right Watch (HRW), Transparency International (TI), etc 5.3 Explain how Non-governmental organizations influence decisions of government in favour their members. 5.4 Examine the challenge of access as it relates to NGOs operations in Nigeria. 5.5 Explain how NGOs				

	and CSO facilitate harmonious relationship among the levels of government. 5.6 Explain the internal dynamics of NGOs.				
General Objective: 6.0 Understand fiscal operations in Inter-Governmental Relations					
11-12	6.1 Define inter-governmental fiscal relations. 6.2 Identify the sources of revenue of the different levels of government. 6.3 Explain the problems of inter-governmental fiscal relations. 6.4 Explain what is meant by revenue allocation formula. 6.5 Analyse the principles of revenue allocation among the levels of government. 6.6 Suggest solutions to the problems of revenue allocation in Nigeria.	Discuss fiscal operations in inter-governmental relations in Nigeria.	Information materials, Samples of Projects, Reference Materials, journal and periodicals..		Analyse the implications of revenue allocation formula in Nigeria.

Programme: National Diploma in Public Administration		
Course: Social and Economic Development	**Code:** PAD 223	**Credit Unit:** 3
	Credit Hour: 3 Hours	**Theoretical:** 3 Hours
Year: II **Semester:** II	**Pre-requisite**	**Practical:** 0 Hours

Goal: This course is designed to expose students to various dynamics and principles of social and economic development.

General Objectives: On the completion of the course, students should be able to:

1.0 Know the nature and roles of National Development Plan;

2.0 Know the importance and problems of Industrial Development

3.0 Understand issues in population growth

4.0 Know the social service sector policies

5.0 Understand the contribution of some major Institutions and Organizations to Economic Development

6.0 Understand the role of Local Governments in socio- economic policy formulation and implementation

7.0 Understand the politics of revenue allocation in Nigeria

Programme: National Diploma in Public Administration						
Course: Social and Economic Development			**Code:** PAD 223		**Credit Unit:** 3	
			Credit Hour: 3 Hours		**Theoretical:** 3 Hours	
Year: II **Semester:** II			**Pre-requisite**		**Practical:** 0 Hours	
Goal: This course is designed to expose students to various dynamics and principles of social and economic development**.**						
General Objective: 1.0 Know the nature and roles of National development Plan						
Week	**Specific Learning Outcomes**	**Teacher's Activities**	**Resources**	**Specific Learning Outcomes**	**Teacher's Activities**	**Evaluation**
1-2	1.1 Define the concepts of development, planning socio-economic, development, and national development plan. 1.2 Explain the reasons why countries embark on development plans. 1.3 Explain the roles of National Development Plan. 1.4 Examine the factor responsible for the success/failure of development plans. 1.5 Explain the features of	Explain the nature and roles of national development plans	Information materials, Samples of Projects, Reference Materials, Journal Periodicals. National Development Plan Documents.			Discuss the success and failures of national development in Nigeria.

	Nigerian Development Plans as follows: • Colonial plans for development and welfare schemes 1946 to 1956 • Development plan from 1962 to 1985 • Nigerians perspectives and rolling plan 1985 • Needs 2003 to 2007 • Vision 2010, 2020, seven points agenda. 1.6 Explain the significance of budget for socio and economic Development.				

General Objective: 2.0 Know the importance and problems of Industrial Development						
3-4	2.1 Explain the importance of industries in development. 2.2 Explain the problems of industries in Nigeria. 2.3 Explain the vital factors for the sitting of industries. 2.4 Explain indigenization policy in Nigeria 2.5 Explain the impact of indigenization on the Nigeria economy and society. 2.6 Outline Nigerians industrial policies on 1990 to date	Explain the importance and problems of industrial development in Nigeria	Information materials			Outline the problems of industrial development in Nigeria.
General Objective: 3.0 Understand issues in population growth						
5-6	3.1 Explain various population theories. 3.2 Explain population	Explain the relevance of population in	Information materials, Samples of			Discuss the implications of

	dynamics and policy in Nigeria. 3.3 Explain the relevance of population control and its implication for economic growth. 3.4 Explain the role of population distribution and mobility e.g. • age, • sex, • occupational • geographical e.t.c in the development of Nigeria.	enhancing the economic growth.	Projects, Reference Materials, Journal Periodicals.			population growth in Nigeria.
General Objective: 4.0 Know the social services sector policies						
7-8	4.1 Explain the basic components of Nigerian Social Development Policy. 4.2 Explain the National Health and Welfare	Describe the various social services policies such as National Health and Welfare Policy	Information materials, Samples of Projects, Reference Materials,			What are the factors responsible for unemployment in Nigeria.

146

	Policy (NHIS, Trade Money, etc). 4.3 Explain the National Policy on Education. 4.4 Explain vocational and rehabilitation policy. 4.5 Explain issues in crime and its dynamics of control, e.g - corruption, - armed robbery, - arson, - fraud, - drug offences, - cymbal crime, - banditry, - kidnapping etc	(NHIS, Trade Money, etc). Explain vocational and rehabilitation policy. Explain issues in crime and its dynamics of control, e.g - corruption, - armed robbery, - arson, - fraud, - drug offences, - cymbal crime, - banditry, - kidnapping etc	Journal Periodicals.			Outline the causative factors responsible in increasing crime rates in Nigeria.

		Explain different types of unemployment and factors responsible for labour mobility.				
	4.6 Explain different types of unemployment and factors responsible for labour mobility. 4.7 Explain the roles of social infrastructures in development.					
General Objective: 5.0: Understand the contributions of some major Institutions and Organizations to Economic Development						
9-10	5.1 Explain the roles of the following: • Agricultural institutions in economic development: • Agricultural Development Project (ADP), • River Basin Development Authority (RBDA), • Nigerian Agricultural Cooperative and	Explain the contributions of major institutions and organizations towards social and economic development. • Agricultural Development Project (ADP), • River Basin Development	Information materials, pictures.				Discuss the impact of agricultural institutions towards economic development. Analysis the roles played by social institutions in alleviating poverty in Nigeria.

	Rural Development Bank (NACRDB), • National Agricultural Land Development Authority (NALDA), • SMIDA, • NISRAL, • Micro Finance Bank, etc 5.2 Explain the role of the following financial institutions in economic development: • World Bank, • Nigerian Bank for Commerce and Industries (NBCI), • Bank of Agriculture (BOA) 5.3 Explain the roles of social institutions in	Authority (RBDA), • Nigerian Agricultural Cooperative and Rural Development Bank (NACRDB), • National Agricultural Land Development Authority (NALDA), • SMIDA, • NISRAL, • Micro Finance Bank, etc				

	the development: • National Directorate of Employment (NDE), • Family Economic advancement Programme (FEAP), • Mortgage Bank, • PTF, • NAPEP, • Trade money, • N-power, • Market money, • S-power, etc				
General Objective: 6.0: Understand the role of Local Governments in socio- economic policy formulation and implementation					
11-12	6.1 Explain the constitutional provisions for the local government system. 6.2 Explain the relationship among the various tiers of	Explain local government contributions in the formulation of socio and economic development policies.	Information materials, Samples of Projects, Reference Materials, journal and periodicals.			Analysis the roles played by local government in providing socio economic policies towards the development of Nigeria.

	government in social and economic policy formulation and execution. 6.3 Explain the various exclusive and participatory functions of the local governments. 6.4 Explain the key roles local governments play in social and economic development.	List the various exclusive and participatory functions of the local governments. Explain the key roles local governments play in social and economic development.			
General Objective: 7.0 Understand the politics of revenue allocation in Nigeria					
13-14	7.1 Explain the concepts of revenue allocation. 7.2 Explain the history of revenue allocation in Nigeria. 7.3 Explain the guiding principles for revenue allocation in Nigeria. 7.4 Identify the problems of revenue allocation in Nigeria.	Describe the politics of revenue allocations and the guiding principles for revenue allocation in Nigeria.	Information materials, Samples of Projects, Reference Materials, Journal Periodicals.		Resource control is an issue in Nigeria, Discuss it within the contests of revenue allocation.

Programme: National Diploma in Public Administration		
Course: E-Governance	Code: PAD 224	Credit Unit: 3
	Credit Hour: 3 Hours	Theoretical: 3hours/week
Year: II Semester: II	Pre-requisite	Practical: 0hours/week
Goal: This course is designed to enable students have knowledge and skills of Information Technology used in governmental agencies for efficient service delivery.		
General Objectives: On the completion of the course, students should be able to: 1.0 Appreciate the concept of e-governance technology and its importance for efficient service delivery; 2.0 Know the type of e-governance services and models; 3.0 Appreciate the potential benefits of e-governance to key stakeholders; 4.0 Know the technologies for the delivery of e-governance services; 5.0 Understand the relevance of e- governance mechanisms as a strategy for fighting corruption in Nigeria's public service 6.0 Understand the application of e-governance techniques in developing public policies;		

Programme: National Diploma in Public Administration			
Course: E-Governance		**Code:** PAD 224	**Credit Unit:** 3
		Credit Hour: 3 Hours	**Theoretical:** 3hours/week
Year: II **Semester:** II		**Pre-requisite**	**Practical:** 0hours/week
Goal: This course is designed to enable students have knowledge and skills of Information Technology used in governmental agencies for efficient service delivery.			
General Objective: 1.0 Appreciate the concept of e-governance technology and its importance for efficient service delivery.			

	Theoretical Content			Practical Content		
Week	**Specific Learning Outcomes**	**Teacher's Activities**	**Resources**	**Specific Learning Outcomes**	**Teacher's Activities**	**Evaluation**
1-2	1.1 Explain the concept of e-governance technology. 1.2 Distinguish between e-Government and e-Governance. 1.3 Explain the Principles of e-governance and objectives.	Explain the of e-governance and principles and its objectives	Information materials, Samples of Projects, Reference Materials, Journal Periodicals.			Differentiate between e-government and e-governance.
General Objective: 2.0 Know the types of e-governance services and models						
3-4	2.1 Explain the different stages of evolution of e-Governance services (models of e-	Discuss the evolution of e-governance services and	Information materials, Samples of Projects,			Critically discuss the development of e-governance models and its

	governance service delivery) 2.2 Describe the current development models of e-governance services. 2.3 Compare the similarities among the models of e-governance services. 2.4 Compare the differences among the models of e-governance services. 2.5 Describe the challenges that limit delivery of e-governance services in Nigeria. 2.6 Explain the various technologies and mechanism of	explain its challenges	Reference Materials, Journal Periodicals.		relevant in enhancing to the service delivery.

	developing online governance services				

General Objectives: 3.0 Appreciate the potential benefits of e-governance to key stakeholders

5-6	3.1. State the benefits of adopting e-governance for all key stockholders. 3.2. Identify the benefits of e-governance services to Citizens, businesses and government agencies. 3.3. Explain the types of e-governance services: • Government to Citizens (G2C) • Government to Employees (G2E) • Government to Business (G2B) • Government to Government (G2G)	Explain the types of e-governance services: • Government to Citizens (G2C) • Government to Employees (G2E) • Government to Business (G2B) • Government to Government (G2G) Explain benefits of e-governance	Information materials, Samples of Projects, Reference Materials, Journal Periodicals.			Analysis the relevance of e-governance services to the development of Nigeria economy.

	3.4. Explain the benefits of implementing e-government services. 3.5.Identify the determinants for successful e-governance in Nigeria. e.g • Leadership, • Manpower planning, • Network availability, • Business climate, • enabling laws, • People, • Resources, • Technology, • Process	services to Citizens, businesses and government agencies.				
General Objective: 4.0 Know the technologies for the delivery of e-governance services						
7-8	• State the technologies and mechanisms that enable governments to	Discuss how e-governance technologies can be effectively deployed to	Information materials, Multimedia. Information materials,			Outline possible solutions to address the challenges of e-governance service delivery in Nigeria.

	deliver online services.
	
	• Describe the implementation and management of effective e-governance projects by addressing some successful projects.
	• Explain ways e-governance can be effective and efficient using case studies of specific projects in Nigeria.
	• Explain the challenges hindering the implementation of efficient e-governance services e.g.
	  • inadequacy of Information and Communication Technology (ICT) infrastructure,
	  • Privacy,
		provide efficient service delivery.
		
		Elaborate on the challenges hindering the implementation of efficient e-governance services (e.g. inadequacy of Information and Communication Technology (ICT) infrastructure, privacy, Security, policy regulation issues, Illiteracy and cultural barrier, etc)
			Samples of Projects, Reference Materials, journal and periodicals			

	- Security, - Policy regulation issues, - Illiteracy and cultural barrier, etc - Outline mechanisms that government may use to avoid possible challenges that may hinder the progress of online services such as - Hyper – Surveillance - High cost, - Inaccessibility, - Misleading and false sense of Transparency - Digital divide.				

General Objective: 5.0 Understand the relevance of e- governance mechanisms as a strategy for fighting corruption in Nigeria's public service

9-10	4.1 Explain e-governance as a tool in fighting corruption in Nigeria Tracking devices,	Discuss various tools in fighting corruption and enhancing	Information materials, Samples of Projects,			Enumerate the advantages of using e-governance mechanisms in the

	• surveillances, • cameras, • software application, etc 4.2 Explain the impact of e-governance in enhancing transparency and accountability in the Nigeria public service. 4.3 Explain the roles of e-governance institutions in fighting and providing tools to combat corruption in Nigeria e.g • National Information Technology Development Agency (NITDA), • Nigeria Communication	transparency and accountability in the Nigeria public service Explain the roles of e-governance institutions in fighting and providing tools to combat corruption in Nigeria e.g National Information Technology Development Agency	Reference Materials, journal and periodicals.			fight against corruption in Nigeria.

	Commission (NCC), • Economic and Financial Crimes Commission (EFCC), • Independence corrupt practices commission (ICPC) • National space research and development agency (NASRDA), 4.4 Explain the impact of e-governance mechanisms in fighting corruption in Nigeria.					
General Objective: 6.0 Understand the application of e-governance techniques in developing public policies.						
11-12	6.1 Explain the process of policy making using	Discuss the relevance of e-governance techniques in	Textbooks, Multimedia.			Explain the use of e-governance in

	E-governance techniques. 6.2 Explain how e-governance can enhance the Participation in public policy making. 6.3 Describe major policies issues involving e-governance - Democracy, Social equity, Digital Divide, privacy and security issues.	developing public policies and e-governance can enhance the Participation in public policy making.				promoting e-democracy

Programme: National Diploma in Public Administration			
Course: Public Service Rules and Regulations	Code: PAD 225		Credit Unit: 2
	Credit Hour: 2 Hours		Theoretical: 2 Hours
Year: II Semester: II	Pre-requisite		Practical: 0 Hours
Goal: This course is designed to acquaint students with various rules and regulations of the civil service in Nigeria			
General Objectives: On the completion of the course, students should be able to: 1.0 Appreciate the historical development of civil service and public service; 2.0 Understand the organization of public service 3.0 Comprehend the principles guiding the operation of the public service 4.0 Appreciate the rules governing public service 5.0 Know the various types of leaves in the public service 6.0 Appreciate gratuity and pension rules 7.0 Appreciate disciplinary procedures in the public service 8.0 Understand the role of the civil service union in the development of the public service			

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Programme: National Diploma in Public Administration			
Course: Public Service Rules and Regulations	**Code:** PAD 225		**Credit Unit:** 2
	Credit Hour: 2 Hours		**Theoretical:** 2 Hours
Year: II **Semester:** II	**Pre-requisite**		**Practical:** 0 Hours
General Objective: 1.0 Appreciate the historical development of civil service and public service;			

Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Evaluation
1-2	1.1 Define Civil Service 1.2 Explain the role of the civil service 1.3 Define Public Service 1.4 Explain the role of the public service 1.5 Differentiate between civil service and public service 1.6 Explain the civil service in traditional government and administration among: Hausa, Fulani, Igbo, Binis, Efik and Yoruba before British colonial rule in Nigeria	Explain the concepts of civil and public service Explain the historical development of civil service /public service	Information materials, Samples of Projects, Reference Materials, journal and periodicals.			Distinguish the differences between civil service and public service Compare and contracts the operations of civil service during colonial government and post- independent Nigeria.

	1.7 Explain the operations of civil service during the colonial period 1.8 Explain the civil service in post-colonial Nigeria				
General Objective: 2.0 Understand the organization of public service					
3-4	2.1 Explain the role and functions of the administrative class 2.2 Explain the role and functions of the executive class 2.3 Explain the role and functions of the clerical class 2.4 Explain the roles and functions of the operative class 2.5 Examine the role of the professionals' class	Discuss various administrative classes in relation to the development of Civil service/Public service in Nigeria.	Information materials			Discuss the role and functions of the administrative class as it affects the progress of the Nigeria civil service

General Objective: 3.0 Comprehend the principles guiding the operation of the public service						
5-6	3.1 Explain the principles of neutrality as it applies to the civil/public service 3.2 Explain the principles of impartiality as it applies to the civil/public service 3.3 Explain the principles of anonymity as it applies to the civil/public service 3.4 Explain the principles of permanence as it applies to the civil/public service	Explain the basic principles guiding the operations of civil and public service	Information materials, Samples of Projects, Reference Materials, journal and periodicals.			Examine the principles guiding civil service operations.
General Objective: 4.0 Appreciate the rules governing public service						
7-8	4.1 Explain control within the hierarchy of the civil and public service: • Promotion; • Discipline. 4.2 Explain external control of the civil and public service: • Exposure of civil and public service bureaucracy by	Discuss various means of civil service and public service control	Information materials Public Service Rules.			Analyse the various disciplinary measures that can be taken against an erring civil servant.

	members of parliament / legislature • Control by administrative courts, tribunals and public complaints commission, etc • Control through appointments of permanent secretary, heads of service, secretary to government and ministers/commissioners					
General Objective: 5.0 Know the various types of leaves in the public service						
9-10	5.1 Explain annual leave 5.2 Explain study leave/ in service training and development 5.3 Explain leave of absence 5.4 Explain maternity leave 5.5 Explain casual leave 5.6 Explain examination leave and sporting contest leave	Explain various types of leave approved by government. Explain difference types of appointment	Information materials, Samples of Projects, Reference Materials, journal and periodicals. Public Service Rules and Regulations.			Differentiate between leave of absence and annual leave Analysis the differences between contract appointment and

	5.7 Explain secondment leave Sabbatical leave, etc 5.7 Explain the concepts of permanent and pensionable appointments 5.8 Explain temporary appointments 5.9 Explain contract appointments 5.10 Explain probationary appointments 5.11 Explain casual appointment 5.12 State differences among secondment, transfer, posting etc	in civil and public service.				permanent and pensionable appointment
General Objective: 6.0 Appreciate gratuity and pension rules						
11-12	6.1 Explain gratuity and pension 6.2 Examine the conditions under which gratuity is paid in the public service	Explain gratuity and pension scheme	Information materials, Samples of Projects, Reference Materials, journal and periodicals. Public Service Rules and Regulations.			Compare and contrast the old pension scheme with the new contribution pension scheme.

	6.3 Explain the condition under which pension is paid 6.4 Explain contract addition and contract gratuity in the public service 6.5 Describe the new pension acts (Contributing pension scheme 2004) 6.6 Explain The roles of Pension fund administer (PFA) in the management of pension funds					
General Objective: 7.0 Understand disciplinary procedures in the public service						
13-14	7.1 Explain the following terms: • dismissal, • termination, • suspension, • compulsory • retirement, • voluntary retirement, • interdiction, etc	Explain the various internal disciplinary procedures in the civil and public service. Explain condition for dismissal from	Textbooks, Government documents. Public Service Rules and Regulations.			Discuss the effectiveness of disciplinary measures in the performance of civil and public servant

	7.2 Explain conditions for dismissal from civil and public service	civil and public service			
	7.3 Explain termination of appointment	Explain termination of appointment			
	7.4 Explain the issues of suspension from work				
	7.5 Explain the issues of compulsory retirement from service	Analyze the issues of suspension from work.			
	7.6 Explain the importance of the following in the civil and public service:	Explain the issues of compulsory retirement from service.			
	• Verbal and written query • Verbal and written warning • Annual performance evaluation Reports (APERS) • Demotion in rank and pay	Analyze the importance of the following in the civil and public service			
	7.7 Explain the following terms:				

	• dismissal, • termination, • suspension, • compulsory retirement, • voluntarily retirement, • interdiction, etc. 7.8 Explain conditions for dismissal from civil and public service. 7.9 Explain termination of appointment 7.10 Explain the issue of suspension from work 7.11 Explain the issues of compulsory retirement from service. 7.12 Explain the importance of the following in the civil and public service.	Verbal and written query Verbal and written warning Annual evaluation Reports (APERS)				

General Objective: 8.0 Understand the role of the civil service union in the development of the public service

15-16	8.1 Explain the effects of political instability on the civil and public service 8.2 Explain how corruption affects the civil and public service 8.3 Explain the poor reward punishment system of the civil and public service 8.4 Explain the concepts of "god fatherism" religionism, ethnicism, sexual harassment, favoritism and statism, etc 8.5 Explain the problem of poor communication system in the civil and public service 8.6 Identify the effects of the problems of government	Discuss various problems affecting effective service delivery in Nigeria. Explain the various contributions of labour union for the improvement of civil and service performance in Nigeria.	Information materials, Samples of Projects, Reference Materials, journal and periodicals.			Discuss the impact of nepotism as its affect the performance of civil and public service Analysis the contributions made by labour union towards the effectiveness of civil service performance in Nigeria

	bureaucracy and red tapism in the civil and public service 8.7 Define labour union. 8.8 Explain its role and functions 8.9 dentify its importance in the development of the civil and public service				

LIST OF EQUIPMENT IN THE RESOURCE CENTER FOR THE PROGRAMME:

1. Overhead Projectors – 1no
2. Public Address System
3. Audio – Visual Equipment,
4. Slide Projectors
5. Colored   T. V.
6. Cine Cameras – 2 no.
7. Constitution
8. Public Service Rules
9. Journal
10. Samples of Projects,

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NATIONAL BOARD FOR TECHNICAL EDUCATION

HIGHER NATIONAL DIPLOMA (HND)

IN
PUBLIC ADMINISTRATION

CURRICULUM AND COURSE SPECIFICATIONS

JUNE, 2021

GENERAL INFORMATION HND IN PUBLIC ADMINISTRATION PROGRAMME

1.0 **TITLE OF THE PROGRAMME:** The title of the programme is **Higher National Diploma Public Administration**

2.0 Goal and Objectives of the Programme

Goal: The Higher National Diploma (HND) programme in Public Administration is intended to produce high-level manpower with functional administrative knowledge and skills required in the public and private sector.

Objectives:

On completion of the Programme, the grandaunts should be able to:
1. Take part in the administration and socio-economic variables of public affairs
2. Identify problems militating against a efficient performance in the management of public sector business
3. Proffer solution to the problems of corruption and all other limitations.
4. Appreciate the art of governance at local, state and federal levels
5. Appreciate local government financial memorandum as well as the financial instruction of the state.
6. Fit appropriately into a chosen career in accordance with the new civil service reforms
7. Equipped with employable administrative skills in the 21st Century.

3.0 ENTRY REQUIREMENTS

The general entry requirements for the HND in Public Administration programme include:

a. All the requirement for the National Diploma (ND) in Public Administration with a minimum of lower credit pass (CGPA) of 2.50 and above obtained from an NBTE accredited programme plus a minimum of one year Post-ND cognate work experience in Public Administration

b. In exceptional cases, the ND diplomates with a pass grade (CGPA) 2.0 - 2.49) in the ND examination that had two or more years of cognate work experience may be considered for admission into the programme. However, the number of candidates should not be more than 10% of the total student intake in each class.

4.0 STAFFING REQUIREMENT

4.1   Headship of the Department
The HOD should be at least a Senior Lecturer who has a minimum of second Degree in Public Administration. He should have at least 5 years cognate experience and must be registered with relevant professional body.

4.2 Core Teaching Staff

At the point of mounting the programme, there should be a minimum of four Lecturers who should spread from Lecturer II and above with first/second degrees (BA/MA,) in Public Administration.

4.3 Technical Staff

These are technically qualified staff not involved in direct lecturing/instructing, but who provide vital and indispensable services in all facilities used in the implementation of the programme.

5.0 CAREER PROSPECTS

On successful completion of the programme, the graduate of Public Administration can work in both Public and Private sector organization.
He or she can go further in his/her academic pursuit for PGDE, Masters degree in Public Administration, Management, and Political Science.

6.0 DURATION

The duration of the programme is two academic sessions consisting of four semesters of 17 weeks each.

7.0 CURRICULUM

7.1   The curriculum of the programme consists of four main components. These are:
General Studies/Education
Foundation Courses.
Professional Courses
Project.

7.2   The General Education component shall include courses in:

English Language, Entrepreneurship and Citizenship Education. The General Education component shall account for not more than 10-15% of the total contact hours for the programme.

Foundation courses include courses in Economics and Computer Science. The number of hours for the courses may account for about 10-15% of the total contact hours.

Professional courses are core courses of the programme that give the student the theory and professional skills he/she needs to practice his/her field of calling at the Technologist level. These may account for between 70-80% of the contact hours.

8.0   CURRICULUM STRUCTURE

The structure of the programme consists of four semesters of classroom, and workshop activities in the institution. Each semester shall be of 17 weeks duration made up as follows:

a. 15 weeks of teaching, i.e. instruction, practical exercise, quizzes, test, etc; and

b. 2 weeks for examinations and registration.

9.0   ACCREDITATION

The National Board for Technical Education shall accredit the programme before the diplomates can be awarded the Higher National Diploma certificates. Details about the process of accrediting a programme for the award of the Higher National Diploma are available from the office of the Executive Secretary, National Board for Technical Education, Plot "B", Bida Road, P.M.B. 2239, Kaduna, Nigeria.

10.0   AWARD OF HIGHER NATIONAL DIPLOMA

10.1   Conditions for the award of Higher National Diploma include the following:

a. satisfactory performance in all prescribed course work, which may include class work, tests, quizzes.

b. Workshop practice, laboratory work and fieldwork.

c. Satisfactory performance at all semester examinations.

d. Satisfactory completion of final year project work.

Normally, for all courses including final year project work, continuous assessment contributes 40%, while semester examinations and project reports are weighted 60% to make a total of 100%. For Seminar presentation, Continuous assessment contributes 30%, while Seminar reports are weighted 70% to make a total of 100%.

10.2   Higher National Diploma should be awarded in four classes:

a. Distinction - CGPA of 3.50 and above

b. Upper Credit - CGPA of 3.0 - 3.49

c.   Lower Credit - CGPA of 2.50 - 2.99

d.   Pass - CGPA of 2.00 - 2.49.

10.3   Grading of Courses:Courses shall be graded as follows:

MARKED RANGE	LETTER GRADE	WEIGHTING
75% and above	A	4.00
70% – 74%	AB	3.50
65% – 69%	B	3.25
60% – 64%	BC	3.00
55% – 59%	C	2.75
50% – 54%	CD	2.50
45% – 49%	D	2.25
40% – 44%	E	2.00
Below 40%	F	0.0

11.0   GUIDANCE NOTES FOR TEACHERS

11.1 The new curriculum is drawn in unit courses. This is in keeping with the provisions of the National Policy on Education which stress the need to introduce the semester credit units which will enable a student who so wishes to transfer the units already completed in an institution of similar standard from which he/she is transferring.

11.2 In designing the units, the principle of the modular system by product has been adopted, and each of the professional modules, when completed provides the student with technologist operative skills, which can be used for employment purposes or self-reliance.

11.3 As the success of the credit unit system depends on the articulation of programmes between the institutions and industry, the curriculum content has been written in behavioral objectives, so that it is clear to all the expected performance of the student who successfully completed some of the courses or the diplomates of the programme. This is slight departure in the presentation of the performance based curriculum which requires the conditions under which the performance is expected to be carried out and the criteria for the acceptable levels of performance. It is a deliberate attempt to further involve the staff of the department teaching the programme to write their own curriculum stating the conditions existing in their institution under which performance can take place and to follow that with the criteria for determining an acceptance level of performance.

The Academic Board of the institution may vet departmental submission on the final curriculum. Our aim is to continue to see to it that a solid internal evaluation system exists in each institution for ensuring minimum standard and quality of education in the programmes offered throughout the Polytechnic system.

11.4 The teaching of the theory and practical work should, as much as possible, be integrated. Practical exercises, especially those in professional courses and laboratory work should not be taught in isolation from the theory. For each course, there should be a balance of theory to practical in the ratio of 50:50 or 60:40 or the reverse.

12.0 PRACTICAL LOGBOOK

A personal Logbook to be kept by each student shall contain all the day-to-day, weekly summary, and semester summary of all the practical activities from day one to the end of the programme. This is to be checked, marked, endorsed and recorded by the lecturers/technologists concerned at the end of every week.

13.0 FINAL YEAR PROJECT

Final year students in this programme are expected to carry out a project work. This could be on individual basis or group work of not more than two students per group, but reporting must be undertaken individually. The project should, as much as possible

incorporate basic elements of design, drawing and complete fabrication of a marketable item or something that can be put to use. Project reports should be well presented and should be properly supervised.

The departments should make their own arrangement of schedules for project work.

14.0   MANDATORY SKILLS QUALIFICATION (MSQ) FOR HIGHER NATIONAL DIPLOMA (HND) PROGRAMMES

MSQ is a four (4) credit unit course spanning across two semesters of a programme totaling (8) which requires the student to Learn a hands-on skill qualification either relevant or related to his/her area of study.
It is mandatory for HND graduates to acquire certification from appropriate awarding body of Nigerian Skills Qualification or Any equivalent proprietary bodies. This policy of the Board requires that student should not be allowed to graduate without Obtaining certification in the skill area they chose as a compulsory graduating requirement.
The MSQ is aimed to add value to all TVET graduates towards dual certification by way of obtaining a HND certificate and Additional skills qualification to meet local and global demand for skilled labour.

CURRICULUM TABLE

HND I SEMESTER ONE

COURSE CODE	COURSE TITLE	L	P	CU	CH
PAD 311	Administrative Theory and Practice	2	-	2	2
PAD 312	Development Administration I	3	-	3	3
PAD 313	Public Financial Management	3	-	3	3
PAD 314	Nigerian Government and Administration	3		3	3
PAD 315	Constitutional Law	2	-	2	2
PAD 316	Organizational Behavior	2	-	2	2
LGS 103	Introduction to Local Government Finance	2	-	2	2
GNS 311	International Relations	2	-	2	2
GNS 301	Use of English III	2	-	2	2
TOTAL		**21**	**-**	**21**	**21**

HND I SEMESTER TWO

COURSE CODE	COURSE TITLE	L	P	CU	CH
PAD 321	Principles and Practice of Cooperatives	2	-	2	2
PAD 322	Development Administration II	3	-	3	3
PAD 323	Research Methods	2	-	2	2
PAD 324	Local Government Administration	3	-	3	3
PAD 325	Administrative Law	2	-	2	2
PAD 326	Public Personnel Management	3	-	3	3
PAD 327	Mandatory Skill Qualification	-	4	4	4
LGS 301	Advanced Local Government Finance	2	-	2	2
GNS 302	Communication in English III	2	-	2	2
ENT 326	Practice of Entrepreneurship I	2	2	2	4
TOTAL		21	6	25	25

HND II SEMESTER ONE

COURSE CODE	COURSE TITLE	L	P	CU	CH
PAD 411	Rural Development	3	-	3	3
PAD 412	Comparative Local Government	3	-	3	3
PAD 413	Statistics for Administration	3	-	3	3
PAD 414	Industrial Relations	3	-	3	3
PAD 415	E-Governance	2	-	2	2
PAD 416	Public Policy Making and Analysis	3	-	3	3
PAD 417	Mandatory Skills Qualification II	0	4	4	4
ACC 417	Public Sector Accounting	2	-	2	2
GNS 401	Use of English IV	2	-	2	2
ENT 416	Practice of Entrepreneurships II	2	2	4	4
TOTAL		23	6	29	29

HND II SEMESTER TWO

COURSE CODE	COURSE TITLE	L	P	CU	CH
PAD 421	Public Enterprises Management	3	-	3	3
PAD 422	Project	-	-	4	-
PAD 423	Nigerian Foreign Policy	2	-	2	2
PAD 424	Comparative Public Administration	3	-	3	3
PAD 425	Workshop in Administration	3	-	3	3
PAD 426	Budget & Budgeting in Nigeria	2	-	2	2
ACC 416	Peace and Conflict Resolution	2	-	2	2
TOTAL		**17**	**2**	**23**	**19**

HIGHER NATIONAL DIPLOMA IN PUBLIC ADMINISTRATION
HND 1 – 1st SEMESTER

Programme: Higher National Diploma in Public Administration			
Course: Administrative Theory and Practice	**Code:** PAD 311		**Credit Unit:** 2
	Credit Hour: 2		**Theoretical:** 2 Hours
Year: 1 **Semester:** I	**Pre-requisite:**		**Practical:** 0 Hour
Goal: This course is designed to acquaint students with the concept and practices in administration and the major values that govern administrative behavior			
General Objectives: On the completion of the course, students should be able to: 1.0 Appreciate the functions of theory in public administrative practices. 2.0 Differentiate among the Classical, Neo-Classical and Modern principles. 3.0 Identify the various principles and processes of decision-making. 4.0 Outline the various problems involved in decision-making. 5.0 Understand values and ethics of public administration.			

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Programme: Higher National Diploma in Public Administration						
Course: Administrative Theory and Practice			**Code:** PAD 311		**Credit Unit:** 2	
			Credit Hour: 2		**Theoretical:** 2 Hours	
Year: 1 **Semester:** 1			**Pre-requisite:**		**Practical:** 0 Hour	
Goal: This course is designed to acquaint students with the concept and practices in administration and the major values that govern administrative behavior						
General Objective: 1.0 Appreciate the functions of theory in public administrative practices.						
	Theoretical Content			**Practical Content**		
Week	**Specific Learning Outcomes**	**Teacher's Activities**	**Resources**	**Specific Learning Outcomes**	**Teacher's Activities**	**Evaluation**
1	1.1 Define theory 1.2 Explain the concept of theory as related Public Administration. 1.3 Explain the importance of theory to Public Administration. 1.4 Explain the origin of Administration theory.	Explain the concept, importance and origin of Administrative Theory to Public Administration.	White Board/Marker, Projects accessories, relevant text Books, Journals internet facilities.			Explain the concept of theory as it is used in Public Administration and the importance of public Administrative theory.
General Objective: 2.0 Differentiate among the Classical, Neo-Classical and Modern principles.						
2.-3	2.1 Explain the Scientific Management Principle.	Expatiate on the various	White Board/Marker, Projects and			Explain the various Administrative principles.

	2.2 Explain the Administrative principles (e.g. Henri Fayol's 14 Principles)	Administrative theories. State the merit and un-demerit of bureaucratic set up.	accessories, and relevant text Books, Journals and internet facilities.		Explain differences between Bureaucratic, Human Relation and General System Theories.
	2.3 Explain the Bureaucratic principles (Max Weber)				
	2.4 Enumerate the elements of bureaucracy.	Explain the following Administrative principles; Bureaucracy, Human Relations, General System etc.			
	2.5 List the merits and demerits of a bureaucratic set-up.				
	2.6 Critique the Weberian model of bureaucracy (e.g. Sala Model)	Discuss the differences between the Classical, Neo-classical and Modern Administrative Theory.			
	2.7 Explain bureaucracy as a process of administration in Nigeria.				
	2.8 Explain the principles of formal organization.				

189

	2.9 Explain the Human Relations principles. 2.10 Explain the behavioral Principles. 2.11 Explain the General Systems Principles. 2.12 Explain the differences among the Classical, Neo-Classical and Modern Principles.				
General Objective: 3.0 Identify the Principles and Processes of Decision-making					
4	3.1 Explain the Decision-Making Principles. 3.2 Analyze the processes of decision-making.	Explain the principles of decision-making and its stages.	White Board/Marker, Projects accessories, relevant text Books, Journals internet facilities.		Explain the principles of decision-making. Enumerate the stages of decision-making.

General Objective: 4.0 Outline the various problems involved in decision-making

| 5 | 4.1 Explain the environmental factors which influence decision-making.

 4.2 Analyze the problems involved in decision-making in Nigeria.

 4.3 Suggest solutions to problems identified in 4.2 above. | Bring out the various environmental factors that affect decision-making and describe the problems and possible solutions. | White Board/Marker, Projects and accessories, and relevant text Books, Journals and internet facilities. | | | Explain the environmental factors that affect decision-making.

 State the problems and solution of decision-making. |

General Objective: 5.0 Understand values and ethics of public administration.

| 6-7 | 5.1 Explain the value in public Administration

 5.2 State the importance of value in work places.

 5.3Explain meaning and purpose of ethics

 5.4Define Administration | Explain the value in public Administration List out the importance of value in work places Give meaning and purpose of ethics Define | Text books

 Documents Reference Materials, Internet | | | Define the role of any institutional mechanism in enforcing ethical con duct in the public service Describe the activities of the institutional |

	ethics. 5.5 Explain the importance of ethics in public Administration' 5.6 Explain institutionalizing ethics in public administration. 5.7 Outline ethical theories justice theory by john Rawl institutionalism Manuals kant ethics theory, 5.8 Explain ethics Education in public administration' 5.9 Describe the activities of the institutional mechanism for enhancing behavior in Nigeria public administration as listed: • Economic and	Administration ethics. Outline ethical theories justice theory by john Rawl institutionalism Manuals kant ethics theory, Explain the existing institutional Mechanism for enhancing behavior in Nigeria public Administration				mechanism for enhancing behavior in Nigeria public administration as listed: • Economic and Financial, Crime Commission, • The code of Conduct Tribunal, • Public complaints Commission, • Independent Corrupt practices, and other related offences Commission (ICPC) • Budget

192

	Financial, Crime commission, • The code of conduct Tribunal, • Public Complaints Commission, independent Corrupt Practices, and other related offences • Commission (ICPC) Budget monitoring • Price intelligence unit (BMPIU)	(BMPIU)				Monitoring and price Intelligence Unit(BMPIU)

Programme: Higher National Diploma in Public Administration		
Course: Development Administration I	Code: PAD 312	Credit Unit: 3
	Credit Hour: 3	Theoretical: 3hours/week
Year: I Semester: 1	Pre-requisite	Practical: 0 hours/week

Goal: This course is designed to familiarize students with the multi-dimensional aspects of administration at Local, State and Federal levels, and the Systematic Interdependence between Administration and the Political, Social cultural, economic and Historical Variables.

General Objectives: On the completion of the course, students should be able to:

1. Understand the meaning of development and development administration.

2. Know the theories of development.

3. Appreciate the process of project design and implementation.

4. Appreciate the strategies of development administration.

5. Appreciate the problems of development administration and administrative reforms

Programme: Higher National Diploma in Public Administration						
Course: Development Administration I			**Code:** PAD 312		**Credit Unit:** 3	
			Credit Hour: 3		**Theoretical:** 3hours/week	
Year: I **Semester:** 1			**Pre-requisite**		**Practical:** 0 hours/week	
Goal: This course is designed to familiarize students with the multi-dimensional aspects of administration at Local, State and Federal levels, and the Systematic Interdependence between Administration and the Political, Social cultural, economic and Historical Variables.						
General Objective: 1:0 Understand the meaning of development and development administration.						
Theoretical Content				**Practical Content**		
Week	**Specific Learning Outcomes**	**Teacher's Activities**	**Resources**	**Specific Learning Outcomes**	**Teacher's Activities**	**Evaluation**
1-2	1.1 Define the concept of development. 1.2 Explain the different approaches to the definition of development 1.3 Explain the historical development of development administration. 1.4 Differentiate among public administration, development administration and administration of development.	Describe the concept, Approaches and Historical Development of Development Administration Discuss the different approaches to the definition of development. Analyze the historical	White Board/Marker, Projects and accessories, and relevant text Books, Journals and internet facilities.			Give the Historical Development of Development Administration. Differentiate public administration, Development Administration and Administration of Development in the Liberal, Capitalist and Socialist perspectives.

	1.5 Explain the concept of development in both the liberal, capitalist and socialist perspectives.	development administration. Distinguish between public administration, Development Administration and Administration of Development. Describe the concept of development in the Liberal, Capitalist and Socialist perspectives.				
General Objective: 2.0 Know the theories of development.						
3-4	2.1 Explain the classical theories of economic development. 2.2 Explain the Neo-classical theories of economic	Discuss various theories such as Classical, Neo-classical, annalistic myriad and development	White Board/Marker, Projects and accessories, and relevant text Books, Journals			Explain various theories of economic Development. Describe the Rostov's and balanced versus

	development.	theory of	and internet			unbalanced stages of
	2.3 Explain Rostov's stages economic growth.	Economic development.	facilities.			economic growth.
	2.4 Explain balanced versus unbalanced growth.	Analyze the Rostov's and balanced versus				
	2.5 Explain dualistic theories.	unbalanced stages of Economic				
	2.6 Explain Myrdal's theory of backward efforts.	growth.				
	2.7 Explain development theories.					
General Objective: 3.0: Appreciate the process of project design and implementation.					
5-6	3.1 Explain the goals of project design.	Give explanation on the goals and	White Board/Marker,			Describe the goals and sequential process of
	3.2 Explain the sequential processes of project design, such as:	sequential process of project design, cost benefit	Projects and accessories, and relevant text			project design, and the role of middle and lower level managers
	• Identification	analysis of a	Books, Journals			in managing project
	• Formulation	project.	and internet			implementation with
	• Feasibility etc.		facilities			case studies of
	3.3 explain how to					specific projects.

	calculate the cost-benefits analysis of a project. 3.4 Explain the role of middle and lower level managers in managing project implementation. 3.5 Explain how to carry out case studies on specific projects.	Describe the role of middle and lower level managers in managing project implementation with case studies of specific projects.			
General Objective: 4.0 Appreciate the strategies of development administration.					
7-8	4.1 Identify the various strategies of development administration. 4.2 Describe the various strategies of development administration. 4.3 Differentiate between the various strategies of development administration.	Explain the various strategies of development administration Explain the differences between the various strategies of development administration.	White Board/Marker, Projects and accessories, and relevant text Books, Journals and internet facilities.		Outline the various strategies of development administration.

	4.4 Describe the millennium Development Goal and Sustainable Development Goals (SDGs) as global development strategies.	Explain the millennium Development Goal and Sustainable Development Goals (SDGs) as global development strategies.			
General Objective: 5.0 Appreciate the problems of development administration and administrative reforms					
9-10	5.1 Explain the administrative problems in developing countries. 5.2 Explain the relationship between bureaucracy and development administration. 5.3 Identify the limitations of bureaucracy as an agent of change. 5.4 Explain administrative reform. 5.5 Explain solutions to	Discuss the various administrative problems in developing Countries and the relationship between Bureaucracy and development administration State the Limitations of Bureaucracy as an agent of change.	White Board/Marker, Projects and accessories, and relevant text Books, Journals and internet facilities.			Explain the administrative challenges in developing Countries and the relationship between Bureaucracy and development administration Discuss the Limitations of Bureaucracy as an agent of change Reform, and Solutions to the various

	administrative problems identified in the course of reforming.	Discuss what is Administrative Reform and Solutions to the various administrative challenges identified.				administrative challenges.

Programme: Higher National Diploma in Public Administration			
Course: Public Financial Management	**Code:** PAD 313		**Credit Unit:** 3
	Credit Hour: 3		**Theoretical:** 3 Hours
Year: I **Semester:** I	**Pre-requisite**		**Practical:** 0 Hour
Goal: This course is designed to expose students to the administration and control of the financial resources.			
General Objectives: On the completion of the course, students should be able to 1.0 Understand the meaning and scope of Financial Management. 2.0 Appreciate the sources of Government Revenue and their Administration. 3.0 Know Government Auditing. 4.0 Understand Government Accounting processes. 5.0 Appreciate financial planning and decisions 6.0 Appreciate the practice of Public Private Partnership			

Programme: Higher National Diploma in Public Administration						
Course: Public Financial Management			Code: PAD 313		Credit Unit: 3	
			Credit Hour: 3		Theoretical: 3 Hours	
Year: I Semester: I			Pre-requisite:		Practical: 0 Hour	
Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Evaluation
1	1.1 Define public financial management. 1.2 Explain the scope of public financial management (e.g. financial planning, financial decision, etc.) 1.3 Explain and distinguish between public financial management and financial management in Private sector.	Explain public financial management. Describe the scope of public financial management. Describe and differentiate between public financial management and financial	White Board/Marker, Projects and accessories, and relevant text Books, Journals and internet facilities.			

		management in Public sector.			
2-3 4	2.1 Mention the various sources of funds to the Federal, State and Local Government. 2.2 Explain the tax policy of government. 2.3 Explain the organization, collection and custody of tax revenue at the following levels: (a) Federal (b) State (c) Local Government. 3.1 Define Auditing. 3.2 Explain the significance of Auditing. 3.3 Differentiate the various types of auditing.	Explain sources of funds to Federal, State and Local Government. Describe tax policy of Government. Describe organization collection and custody of tax revenue at the Federal, State and LG. levels. Explain Auditing and its significance.	White Board/Mar ker, Projects and accessories , and relevant text Books, Journals and internet facilities. Nigerian Constitutio n 1999 Governmen t Tax Policy White Board/Mar			Describe sources of funds at the 3 tiers of Government. Explain tax policy of Government. Explain the collection and custody of revenue at the 3 levels of government in Nigeria. Define Auditing. Explain the significance of Auditing. Differentiate the various types of auditing.

		Distinguish different between internal and external auditing.	ker, Projects and accessories , and relevant text Books, Journals and internet facilities.			
5	4.1 Explain the concept of government accounting. 4.2 Describe the methods of preparing and keeping government accounts. 4.3 Explain government accounting as an instrument of planning control.	Describe the concept of government accounting. Explain the methods of preparing and keeping government account.	White Board/Mar ker, Projects and accessories , and relevant text Books, Journals and internet facilities.			Describe the methods of preparing and keeping government accounts.

		Describe government accounting as an instrument of planning control.				
6	5.1 Explain the steps involved in project identification. 5.2 Describe the preparation and appraisal of different projects using cost benefit analysis, Net Present Value (NPV), Internal Rate of Return (IRR), etc. 5.3 Explain how financial decisions are finally reached on project selection.	Identify steps involved in project identification. Explain the preparation and evaluation of using cost benefit analysis, new present value etc. Describe how financial decisions are finally reached on project selection.	White Board/Mar ker, Projects and accessories , and relevant text Books, Journals and internet facilities.			Describe the preparation and appraisal of different projects using cost benefit analysis, Net Present Value (NPV), Internal Rate of Return (IRR), etc.
7-8	6.1 Explain the concept of Public Private Partnership.	Describe the concept of Public	White Board/Mar ker,			Explain the concept of Public Private Partnership.

	6.2 Explain features of Public Private Partnership. 6.3 Explain the main purposes of Public-Private partnership. 6.4 Appreciate the constraints of Public-Private partnership. 6.5 Evaluate the performance of Public-Private partnership in Nigeria.	Private Partnership. Discuss features of Public Private Partnership. Discuss the main purposes of Public Private Partnership. Describe the constraint of Public Private Partnership. Discuss Public Private Partnership.	Projects and accessories, and relevant text Books, Journals and internet facilities.		Explain features of Public Private Partnership.

Programme: Higher National Diploma in Public Administration				
Course: Nigerian Government and Administration	**Code:** PAD 314		**Credit Unit:** 3	
	Credit Hour: 3		**Theoretical:** 3 Hours	
Year: I **Semester:** I	**Pre-requisite**		**Practical:** 0 Hour	
Goal: This course is designed to evaluation the history, origin and structure of governmental institutions and public administrative practices at the various levels of government.				
General Objectives: On the completion of the course, students should be able to: 1.0 Know the meaning of public administration. 2.0 Trace the history and development of public administration in Nigeria. 3.0 Appreciate the concept of the machinery of government. 4.0 Appreciate the relationship among the arms of government. 5.0 Appreciate the concept of Inter-Governmental Relations in Nigeria. 6.0 Understand the role of the Military in Nigerian Government. 7.0 Understand the problems militating against public service efficiency in Nigeria. 8.0 Know the various Administrative Reforms in Nigeria 9.0 Appreciate Indigenization in Nigeria				

Programme: Higher National Diploma in Public Administration						
Course: Nigerian Government and Administration		Code: PAD 314			Credit Unit: 3	
		Credit Hour: 3			Theoretical: 3 Hours	
Year: I Semester: I		Pre-requisite			Practical: 0 Hour	
General Objective 1.0: Know the meaning of public administration.						
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Evaluation
1	1.1 Define public administration. 1.2 Differentiate between public and business administration.	Explain public administration. Give the differences between public and business administration.	-White Board -Marker -Projector Accessories -Relevant Textbooks /Journals -Internet Facilities			Define public administration. Differentiate between public and business administration.
General Objective: 2.0 Trace the history and development of public administration in Nigeria.						
2-3	2.1 Explain Colonialism and the Evolution of Contemporary Nigeria, e.g. the process of conquest, structures and the Political Economy of Colonialism. 2.2 Explain the Politics	Define Colonialism and the Evolution of Contemporary Nigeria.eg process of conquest structures and Political economy of colonialism.	White Board Marker Projector Accessories Relevant Textbooks Journals -Internet Facilities			Explain Colonialism and the evolution of contemporary Nigeria, e.g. process of conquest, structures and Political

	of decolonization and the rise of Nigerian Nationalism, especially the evolution of social groups and constitutional development.	Explain the politics of decolonization and the rise of the Nigerian Nationalism, e.g. evolution of social groups and Constitutional development.				Economy of Colonialism.
	2.3 Explain the structure and dynamics of government and administration in post-independent Nigeria.	Describe the structure and dynamics of government and administration in post-Independence Nigeria.				
General Objective: 3.0 Appreciate the concept of the machinery of government.						
4-5	3.1 Explain the concept of the machinery of government administration 3.2 Explain the meaning of central government administration	Describe the concept of Machinery of Government Administration. Describe the meaning of Central Government Administration	White Board Marker -Projector Accessories Relevant Textbooks Journals			Explain the concept of Machinery of Government Administration, Central Government,

	3.3 Describe the evolution of central government administration in Nigeria.	Explain the Evolution of Central Government Administration in Nigeria	Internet Facilities			Central Government Administration in Nigeria, Ministerial/Depart mental Organizations, non-ministerial administrative agencies in Nigerian Public Sector Commission and public complaint commission.
	3.4 Explain Ministerial/Departm ental Organizations.	Describe Ministerial/Department al organizations				
	3.5 Explain non-ministerial administrative agencies in Nigeria, e.g. • the Public Service Commission, • Public Complaints Commission, etc.	Describe non ministerial administrative agencies in Nigerian Public Sector Commission, public complaint commission				
		Distinguish among functional integrated and un-integrated field administration				
	3.6 Define field administration.					
	3.7 Differentiate among functional,	Explain reasons for establishing public enterprise in Nigeria				

	integrated and un-integrated field administration. 3.8 Define public enterprises. 3.9 Enumerate the reasons for establishing public enterprises in Nigeria. 3.10 Enumerate the different types of public enterprises in Nigeria 3.11 Explain the management of public enterprises in Nigeria. 3.12 Enumerate the problems of public enterprises in Nigeria. 3.13 Explain the privatization and	Give reasons for establishing public enterprises in Nigeria in enterprise in Nigeria enterprise in Nigeria Figure out different types of PEs in Nigeria Explain the problems of PEs in Nigeria			

	commercialization of public enterprises in Nigeria.				

General Objective: 4.0 Appreciate the relationship among the arms of government in Nigeria

| 6 | 4.1 Enumerate the role and functions of the executive, legislative and judicial arms of government in Nigeria.

4.2 Explain the Relationship between the three arms of Government in Nigeria. | Describe the function of executive, legislative and judicial arms of government in Nigeria.

Describe the Relationship between the 3 Arms of Government. | White Board
Marker
Projector
Accessories
Relevant
Textbooks
Journals
Internet
Facilities. | | Explain the function of executive, legislative and judicial arms of government in Nigeria.

Explain the Relationship between the 3 Arms of Government. |

General Objective: 5.0 Appreciate the concept of Inter-Governmental Relationships in Nigeria.

| 7 | 5.1 Define the concept of inter-governmental relations.

5.2 Explain the | Explain the concept of intergovernmental relations. | White Board
Marker
Projector
Accessories | | Describe the concept of intergovernmental relations. |

constitutional basis of inter-Government relations in Nigeria. 5.3 Explain the problems of the inter-governmental Relations in Nigeria.	Describe the constitutional bases of Intergovernmental relations in Nigeria Enumerate problems of Intergovernmental Relations in Nigeria.	Relevant Textbooks Journals Internet Facilities			Explain the constitutional bases of Intergovernmental relations in Nigeria. List problems ofInter-governmental Relations in Nigeria

General Objective: 6.0: Understand the role of the Military in Nigerian Government.

8	6.1 Enumerate the causes of frequent military interventions in Nigeria. 6.2 Explain the dynamics of military rule in Nigeria. 6.3 Explain the influences of the military on public administration in Nigeria. 6.4 Outline some notable achievements under military in Nigeria	List causes of different military interventions in Nigeria. Describe the dynamics of military rule in Nigeria Explain the influence of military on Public administration in Nigeria	White Board -Marker -Projector Accessories -Relevant Textbooks Journals Internet Facilities			Enumerate the causes of different military interventions in Nigeria. Explain the dynamics of military rule in Nigeria. Explain the influence of military on Public administration in Nigeria.
General Objective: 7.0 Understand the problems militating against public service efficiency in Nigeria.						
9	7.1 Enumerate the problems militating against public service efficiency in Nigeria.	Explain problems militating against Public Service efficiency in Nigeria	White Board Marker Projector Accessories			Describe problems militating against Public Service

	7.2 Suggest solutions to the problems identified in (7.1) above.	Come-out with solutions to problems identified.	Relevant Textbooks Journals Internet Facilities			efficiency in Nigeria

Explain solutions to problems identified. |
| **General Objective:** 8.0 know the various Administrative Reforms in Nigeria | | | | | | |
| **10-11** | 8.1 Define Administrative reforms
8.2 Explain the objectives of Administrative Reforms
8.3 Explain the various public service reforms in Nigeria, eg
• Harrigan(1946)
• Gorsuch (1954),
• H.M. Foot (1948),
• Morgan (1963), | Explain Administrative reforms and objectives of the Reforms.

Describe public service reforms in Nigeria.

Explain the impact of the reforms, mentioned reforms in Nigeria

Explain   Federal Character | | | | Explain the Administrative reforms and Objectives of the Reforms, Public Service Reforms and its impact of the reforms on Nigeria.

Explain Federal Character

Explain the Implementation |

215

	• Eiwood (1966), • Adebo, Udoji, • DotunPhilips decree 46(1988), • Ayida Panel (19994), • 2004 reforms of Obosoms Administration 8.4 Explain the impact of these reforms in Nigeria 8.5 Define Federal Character 8.6 Explain the implementation and impact of the policy in Nigeria's public service	Explain the implementation and impact of the policy in Nigeria's public service				and Impact of the Policy in Nigeria's Public Service.
General Objective: 9.0 Appreciate Indigenization in Nigeria						
12	9.1 Define indigenization 9.2 explain the	Describe indigenization and explain its objectives				Describe indigenization

	objectives of indigenization 9.3 Analyze the Nigerian Indigenization Decree 9.4 Assess the level of success/failure of the Decree	Explain the Nigerian indigenization Decree and asses the level of success/failure of the Decree				and explain its objectives Describe the Nigerian indigenization Decree and assess the level of success/failure of the Decree.

Programme: Higher National Diploma in Public Administration		
Course: Constitutional Law	Code: PAD 315	Credit Unit: 2
	Credit Hour: 2	Theoretical: 2 Hours
Year: I Semester: I	Pre-requisite	Practical: 0 Hour

Goal: This course is designed to help students understand the basic framework of the Nigerian Constitution, constitutional Law concepts and the relationship between the State and its Citizens.

General Objectives: On the completion of the course, students should be able to:

1. Understand the meaning and sources of Constitutional Law.

2. Appreciate the basic principles of the supremacy of the Constitution and Sovereignty of Parliament.

3. Appreciate the concept of Separation of Powers.

4. Appreciate the importance of the Rule of Law.

5. Appreciate the fundamental Human Rights as entrenched in the Nigerian Constitution.

6. Appreciate the Constitutional roles of Local Governments

Programme: Higher National Diploma in Public Administration						
Course: Constitutional Law		Code: PAD 315			Credit Unit: 2	
		Credit Hour: 2			Theoretical: 2 Hours	
Year: I Semester: I		Pre-requisite			Practical: 0 Hour	
Goal: This course is designed to help students understand the basic framework of the Nigerian Constitution, constitutional Law concepts and the relationship between the State and its Citizens.						
General Objective: 1.0 Understand the meaning and sources of Constitutional Law.						
Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Evaluation
1	1.1 Define a constitution. 1.2 Explain the effect of having Constitutional Government. 1.3 Differentiate between the various types of constitutions. 1.4 Explain the concepts of Statehood, Nationality, etc.	Explain Constitution And its effect of Constitutional government. Distinguish between the various types of constitution Define the concepts of statehood, Nationality, etc.	White Board Marker Projector Accessories Relevant Textbooks Journals Internet Facilities			Explain constitution Explain the effect of Constitutional government Explain the difference between various types of constitutions Give examples of statehood, Nationality, etc.

General Objective: 2.0: Appreciate the basic principles of supremacy of the Constitution and Sovereignty of Parliament"					
2-3	2.1 Explain the meaning of the phrase "Supremacy of the Constitution" 2.2 Explain the implications of the concept in 2.1 above theoretically and practically. 2.3 Define the term "Sovereignty of Parliament" 2.4 Differentiate between the two concepts in 2.1 and 2.3 above.	Explain supremacy of the constitution Bring out the implication of the concept and both theory and practice Explain Sovereignty of parliament Distinguish the two concepts in 2.1 and 2.3 above.	White Board Marker Projector Accessories Relevant Textbooks Journals Internet Facilities		Explain the Supremacy of the constitution. Describe the implication of the concept n both theory and practice Demonstrate the sovereignty of parliament Give examples of supremacy of the constitution and sovereignty of parliament.
General Objective: 3.0: Appreciate the concept of Separation of Powers.					
4-5	3.1 Explain the historical basis of the concepts	Describe the historical basis of	White Board		Explain the following

	of Separation of Powers. 3.2 Explain the following assertions: • Separation of agencies, • Separation of functions and • Separation of persons. 3.4 Explain the criticisms of the "pure doctrine" concept as it relates to separation of powers. 3.4 Explain the modern concepts of mixed government and checks and balances.	the concepts of separation of powers Describe separation of agencies Explain the criticism of "pure doctrine" concept as it regards to separation of power Define modern concept of mixed government and check and balances	Marker Projector Accessories Relevant Textbooks Journals Internet Facilities			assertions: • Separation of agencies, • Separation of functions • Separation of persons.
General Objective: 4.0 Appreciate the importance of the Rule of Law.					
6-7	4.1 Trace the historical basis of the doctrine	Explain the historical basis of	White Board			Describe the historical

		-Marker -Projector Accessories -Relevant Textbooks /Journals -Internet Facilities			basis of doctrine of Rule of Law with examples of original concept
	of rule of law. 4.2 Explain the doctrine in 4.1 above as originally conceived. 4.3 Explain Dicer's exposition of the doctrine of rule of law. 4.4 Explain the meaning of the rule of law and its application today. 4.5 Examine the effects of the application of the doctrine of rule of law in Nigeria.	doctrine of rule of law with examples of original concept Explain Dicers exposition of law Describe the meaning of rule of law and its applications Bring out the effects of the application of doctrine of law in Nigeria				Explain Dicers exposition of doctrine of law
General Objective: 5.0 Appreciate the Fundamental Human Rights as entrenched in the Nigerian Constitution.					
8-9	5.1 Trace the origin of the concept of Fundamental Human Rights. 5.2 Describe the various rights guaranteed in	Define the concept of fundamental Human Right. Bring out various rights guaranteed	White Board -Marker -Projector Accessories			Express the concept of fundamental Human Right and various rights

	the constitution e.g. right to life, personal liberty, fair hearing, etc.	in the constitution, e.g. right to life, liberty etc.	-Relevant Textbooks /Journals -Internet Facilities Nigerian Constitution 1999		guaranteed in the constitution, e.g. right to life, liberty etc.
	5.3 Examine the exceptions to each of the rights in 5.2 above.	Explain the exceptions on the examples given in 5-2			Explain the exceptions on the examples given in 5-2
	5.4 Figure out the general limitations to the enjoyment of the fundamental rights.	Explain the general limitations to enjoyment of the fundamental rights			4 Describe the general limitations to enjoyment of the fundamental rights.
	5.5 Explain how breaches of the rights by government can be readdressed.	Describe how breaches of right by government can be redress			
	5.6 Explain the role of Human Rights groups, non-governmental organizations and government agencies in the defense of Human Rights.	Explain the roles of Human Rights groups, NGOs etc. in the defense of Human Rights			Describe the roles of Human Rights groups,

						NGOs etc. in the defense of Human Rights

General Objective: 6.0 Appreciate the Constitutional roles of Local Governments.

10-11	6.1 Identify the executive powers of Local Governments. 6.2 Explain the legislative functions of Local Governments, e.g. byelaws. 6.3 Explain the legal relationship among the Federal, State and Local Governments in Nigeria.	Explain the Executive Powers and Legislative Functions of Local Government, e.g. byelaws. Describe the Legal Relationship among Federal State and Local Government in Nigeria.	White Board -Marker -Projector Accessories -Relevant Textbooks /Journals -Internet Facilities Nigerian Constitution 1999			Describe the executive powers and Legislative functions of Local Government, e.g. bye laws Explain the Legal Relationship among Federal State and Local Government in Nigeria.

Programme: Higher National Diplomat in Public Administration		
Course: Organizational Behaviour	Code: PAD 316	Credit Unit: 2
	Credit Hour: 2	Theoretical: 2 Hours
Year: I Semester: I	Pre-requisite:	Practical: 0 Hour
Goal: This course is intended to provide the student with further knowledge in organizational behavior and to enable him deal with human problems successfully.		
General Objectives: On the completion of the course, students should be able to: 1. Understand the concept and process of organizational behaviour 2. Understand social perception of people 3. Understand people and personality 4. Understand work groups and structure 5. Understand the group as a team (group dynamics) 6. Appreciate roles and conflicts. 7. Appreciate change and the management of change. 8. Appreciate the role of a leader. 9. Understand the Leader as a Manager.		

Programme: Higher National Diplomat in Public Administration						
Course: Organizational Behaviour			**Code:** PAD 316		**Credit Unit:** 2	
			Credit Hour: 2		**Theoretical:** 2 Hours	
Year: I **Semester:** I			**Pre-requisite:**		**Practical:** 0 Hour	
Goal: This course is intended to provide the student with further knowledge in organizational behavior and to enable him deal with human problems successfully.						
General Objective: 1.0: Understand the concept and process of organizational behaviour						
	Theoretical Content			**Practical Content**		
Week	**Specific Learning Outcomes**	**Teacher's Activities**	**Resources**	**Specific Learning Outcomes**	**Teacher's Activities**	**Evaluation**
1-2	1.1. Explain the concept of organizational behaviour 1.2. Explain the fundamentals of organizational behaviour 1.3. Explain the changing nature of work 1.4. Identify the effects of rapid changes 1.5. Explain job satisfaction and skill level 1.6. Explain how to overcome boredom	Explain the concept and fundamentals Explain the changing nature of work and the effects of its rapid changes Explain job satisfaction and skill level Explain boredom and how to overcome it.	Textbooks Web Sites Internet Centres Survey Forms	Changing Nature of Work The effects of rapid changes Job Satisfaction survey Action to Improve intrinsic interest in the work	Guide students on behaviour patterns, attitude and technology issues. Students to survey staff in internet centres Suggest action to improve job satisfaction	W eb site research – new technology orgs. Changing role of employees. Ideas from company strategies et

General Objective: 2.0: Understand social perception of people

| 3 | 2.1. Define perception and perceptual processes 2.2. Explain the concept of actor and observer 2.3. Explain the physical factors in person perception 2.4. Explain stereotyping 2.5. Explain the implications of person perception for management | Explain perception and perceptual processes Explain actor, observer and stereotyping Explain implications of person perception for management using cases. Give assignment | Textbooks Video Video internet resources. Observation checklists and evaluation methods | Mock interviews and selection process activity. Apply: • Stereotyping • Body Language • Appearance • Speech The implications for managing selection Role Play | Guidance on perceptual processes. Techniques of observation and the influence of perception | Define perception and perceptual processes |

General Objective: 3.0 Understand people and personality

| 4 | 3.1. Explain personality 3.2 Identify techniques of measuring personality 3.3. Explain the characteristics of personality – intelligence, physiology, fear, anger and anxiety. | Explain personality and its characteristics. Explain techniques of measuring personality Explain achieving personality and | Textbooks Personality Tests and Analysis Internet Research | Application of the Myers Brigg Type Indicators. Working in pairs to assess personal factors and to analyse the outcome. Comparisons with | Guidance on the use of Myers Brigg Type Indicators | Internet search – Myers Brigg and use of the questionnaire and application of the result |

	3.4. Explain the concepts of achieving personality and power	power. Conduct test		Kelly, Cattell and Eysenck		

General Objective: 4.0 Understand work groups and structure

5-6	4.1 Explain the concept of group and the concept of organization 4.2 Explain the purpose of group. 4.3 Explain bureaucracy. 4.4. Explain Parkinson's Law 4.5. Explain Likert's Linking Plan 4.6. Explain group size 4.7. Explain committee	Explain the concepts of group and organization Explain the purpose of group. Explain bureaucracy Explain Parkinson's Law and Likert's Linking Plan Explain group size and committees and their merits and demerits.	Textbooks Case Study Presentation Resources.	Explain the concept of group and the concept of organization. Explain group size Explain committees	Guidance on the characteristics of an effective group and the effects of new technology on work groups. Discussion of the optimum size of a group.	Case study based on a new technology organization. Consideration of group formation, monitoring and setting targets. Also performance indicators. Presentation of finding

General Objectives: 5.0 Understand the group as a team

7-8	5.1. Explain sociometric choice and the pattern of a sociometric choice	Explain sociometric choice and its pattern	Textbooks Case Study Self-	Explain group morale, commitment to group morale and productivity. Explain	Guidance on team building and selection to improve morale	Application of Belbin's Self-perception Inventory.

	5.2. Explain exchange theory 5.3. Identify stages of group formation 5.4. Explain group morale, commitment to group morale and productivity. 5.5. Explain influence on norms and productivity. 5.6. Explain public and private conformity 5.7. Explain the cost of deviation 5.8. Explain changing the norm through management.	Explain exchange theory Explain stages of group formation Explain the relationship between group morale commitment to group morale and productivity. Explain the influence on norms and productivity Explain public and private conformity Explain the cost of deviation Describe norm changing through management Conduct test.	Perception Inventory	influence on norms and productivity. Explain changing the norm through management.	and productivity. The use of Meredith Belbin' Self-Perception Inventory. Also use of Hawthorne Studies and Elton Mayo	Changing a group into an effective team. Business case study on the need to develop an effective project team
General Objective: 6.0 Appreciate roles and conflict					
9-10	6.1 Explain the nature of social roles. 6.2 Explain role expectation and job attitudes.	Relate the nature of social roles to expectation and job, attitudes, conflict,	White Board/Marker, Projector and accessories, and relevant			Explain role expectation and job attitudes in strain and role conflict.

	6.3 Explain role strain and role conflict. 6.4 Explain role clash. 6.5 Explain the different types of conflicts. 6.6 Explain reduction of strain and how to manage strain reduction. 6.7 Explain how to manage conflict effectively.	Clash Explain the different types of conflicts and how to manage strain reduction.	text Books, Journals, approved relevant rules and regulations and internet facilities			Explain reduction of strain and how to manage strain reduction.
General Objective: 7.0 Appreciate Change and the Management of Change.						
11-12	7.1 Define change. 7.2 Examine external and internal change forces and rate of change. 7.3 Analyze the impact of change on employees and the organization. 7.4 Explain why individuals (employees) resist change.	Explain the nature of change- external and internal change forces and rate of change. Explain the impact of change on employees and the organization.	White Board/Marker, Projector and accessories, and relevant text Books, Journals, approved relevant rules and regulations			Explain External and Internal change forces. What are the impact of change on employees and the organization?

	7.5 Explain how to manage change. 7.6 Examine the nature of organizational development and its techniques.	Explain why individuals (employees) resist change. Discuss how to manage change in different techniques.	and internet facilities			Explain why individuals (employees) resist change.
General Objective: 8.0 Appreciate the role of a Leader.						
13-14	8.1 Differentiate between leader and leadership. 8.2 List the characteristics and determinants of a leader. 8.3 Analyze the qualifications for leadership and functions of a leader. 8.4 Examine leadership as individual and group role. 8.5 Explain the theories of leadership: the	Explain the difference between leader and leadership; give the characteristics and determinants of a leader. Give reasons why leadership is seen as individual and group role. Explain the theories of leadership: the	White Board/Marker, Projector and accessories, and relevant text Books, Journals, approved relevant rules and regulations and internet facilities			Differentiate between leader and leadership. Explain the characteristics, functions and determinants of a leader as individual and group role. Explain the theories of leadership: the

	great man theory, the trait theory, the behavior theory the situational approach, etc.	great man theory, the trait theory, the behavior theory the situational approach, etc.				great man theory, the trait theory, the behavior theory the situational approach, etc.
General Objective: 6.0 Understand the Leader as a Manager.						
15-16	6.1 Explain the difference between a leader and a manager. 6.2 Explain managerial styles and factors influencing the choice of styles. 6.3 Explain management skills and climate as defined by Mann and Likert respectively. 6.4 Explain System Management and Participative	State the differences between a leader and a manager. Examine factors influencing the choice of styles in leadership. Explain management skills and climate as defined by Mann and Likert respectively. Explain System	White Board/Marker, Projector and accessories, and relevant text Books, Journals, approved relevant rules and regulations and internet facilities			Explain management skills and climate as defined by Mann and Likert respectively. Explain System Management and Participative Management formulated by Likert.

	Management formulated by Likert. 6.5 Explain Fielder's Contingency Model.	Management and Participative Management formulated by Likert. 6.5 Explain Fielder's Contingency Model.				Explain Fielder's Contingency Model.

Programme: Higher National Diploma In Public Administration		
Course: Introduction to Local Government Finance	Code: LGS 103	Credit Unit: 2
	Credit Hour: 2	Theoretical: 2 Hours
Year: 1 Semester: 1	Pre-requisite	Practical: 0 Hours

Goal: This course is intended to provide students with the basic knowledge and the practical application of Local Government Treasury Forms and structures

General Objectives: On the completion of the course, students should be able to:

1. Understand the scope of Local Government Finances.

2. Appreciate sources of Local Government revenue.

3. Appreciate the duties of the Treasurer.

4. Appreciate the responsibilities of the Supervisory Councilor for Finance.

5. Know the duties and responsibilities of the Executive Council of the Local Government and/or Finance and

   General Purposes Committee. (FGPC)

6. Know how to prepare estimates and memoranda

7. Know the procedures for procurement of receipts.

8. Appreciate the duties and responsibilities of Revenue Collectors

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Programme: Higher National Diploma In Public Administration						
Course: Introduction to Local Government Finance			**Code:** LGS 103		**Credit Unit:** 2	
			Credit Hour: 2		**Theoretical:** 2 Hours	
Year: 1 **Semester:** 1			**Pre-requisite**		**Practical:** 0 Hours	
Goal: This course is intended to provide students with the basic knowledge and the practical application of Local Government Treasury Forms and structures						
General Objective: 1.0 Understand the scope of Local Government Finance						
Theoretical Content				**Practical Content**		
Week	**Specific Learning Outcomes**	**Teacher's Activities**	**Resources**	**Specific Learning Outcomes**	**Teacher's Activities**	**Evaluation**
1	1.1 Explain the scope of Local Government Finances. 1.2 Draw a diagram to illustrate the scope in 1.1 above.	Describe LG Finances and the extent of coverage of LG Finance. Explain the coverage area of LG finances.	White Board/Marker, Projector and accessories, and relevant text Books, Journals, approved relevant rules and regulations and internet facilities			Discuss LG Finances and scope of coverage. Draw a diagram illustrating scope of the finances.
General Objective: 2.0 Appreciate the sources of Local Government revenue.						
2	2.1 Explain the sources of Local Government Revenue. 2.2 Explain the need for	Outline the sources of LG revenue in Nigeria and the importance of revenue to LG	White Board/Marker, Projector and accessories, and relevant text			Describe the sources of revenue for LG administration in Nigeria.

	collecting the revenue. 2.3 Explain the internal and external sources of revenue to Local Governments.	administration in Nigeria.	Books, Journals, approved relevant rules and regulations and internet facilities			Outline the importance of revenue in LG administration in Nigeria.
General Objective: 3.0 Appreciate the duties of the Treasurer.						
3-4	3.1 Explain the functions of the Treasurer of Local Government. 3.2 Explain the responsibilities of the Treasurer as: • Chief Accounting Officer and Head of Finance Department • Chief Financial Adviser to the Local Government • The Custodian	Discuss the position of Treasurer and the function in LG administration in Nigeria. State the responsibilities of the Treasurer as in a-c in 3.2 Discuss Local Government Treasurer forms as they relate to; • LG EXCO • Finance and General-	White Board/Marker, Projector and accessories, and relevant text Books, Journals, approved relevant rules and regulations e.g Local government memoranda - internet facilities			Explain the position and function of Treasurer in LG administration in Nigeria? Explain the responsibilities of Treasurer as; • Chief Accounting Officer and Head of financial department. • Chief Financial adviser to the LG • Custodian of funds of the LG council.

	of Funds of the Local Government Council. 3.3 Explain the reports on relevant LGT Forms the Treasurer has to prepare for submission to the following: • Local Government Executive Council. • Finance and General Purposes Committee. • Local Government Division in the Governor's Office. • Auditor-General in charge of Local	Purpose Committee. • LG decision in Govt. office. • Auditor General in charge of LG. • Panel constituted to look into financial activities of LG.			Explain LG Treasury forms prepared by the Treasurer for; • LG EXCO • FGPC • LG Division in Governor's office. • Auditor General for LG. • Panel to look into financial activities to LG.

	Government at the State Capital. • Panel constituted to look into the Financial activities of the Local Government.				

General Objective: 4.0: Appreciate the responsibilities of the Supervisory Councilor for Finance.

5-6	4.1 Explain the duties of the Supervisory Council for Finance as a political head of the Finance Department. 4.2 Examine the duties and responsibilities of the Officer in 4.1 above as a policy maker in the Finance Department. 4.3 Explain the duties and responsibilities	Explain the position of Supervisory Councilor for finance, the duties and responsibilities. State the responsibilities of the Supervisory Councilor to defend activities of the finance department at various levels.	White Board/Marker, Projector and accessories, and relevant text Books, Journals, approved relevant rules and regulations and internet facilities			Describe the position and duties of Treasurer in LG administration. State the responsibilities of the Treasurer as defender of the finance department and various levels of the LG council.

	of the Officer in 4.1 above to defend the activities of his department at: • The Committee level, and • The full Council session.					

General Objective: 5.0: Know the duties and responsibilities of the Executive Council Local Government and/or Finance and General Purposes Committee (FGPC)

7-8	5.1 Explain the role of the Local Government Cabinet in the preparation of Estimates. 5.2 Examine the role of FGPC at the preparatory stage of estimates. 5.3 Explain the consideration and approval of the Cabinet and FGPC	List out the role and duties of LG cabinet in; - LG Administration. - Preparation of estimates. -Role of FGPC in preparation of estimates.	White Board/Marker, Projector and accessories, and relevant text Books, Journals, approved relevant rules and regulations Local government memoranda - internet facilities internet facilities			Enumerate the role and duties of LG cabinet in LG admin., preparation of estimates and the role of FGPC in preparation of estimates. Describe the powers and limitations of cabinet and FGPC in raising revenue /taxes/rates. List responsibilities and FGPC in revenue

	of some submission by the Treasurer to the Committee. 5.4 Explain the limited power of the Cabinet and FGPC on the raising of revenue/taxes or rates. 5.5 Explain the responsibilities of the Cabinet and FGPC on revenue collection/control of expenditure.	- Consideration and approval of the cabinet and FGPC of submission by Treasurer. State the limited powers of the cabinet and FGPC in raising revenue/taxes/rates And responsibilities of cabinet and FGPC in revenue collection control of expenditure.				collection/control of expenditure.
General Objective: 6.0 Know how to prepare estimates and memoranda						
9-10	6.1 Define Estimate 6.2 Explain the purposes for preparing estimates. 6.3 Explain the stages	Explain estimates and purposes for it. Describe the stages of estimate	White Board/Marker, Projector and accessories, and relevant text			Explain the various stages of estimate preparation. Heads and sub-heads as contained

	of estimate preparation. 6.4 Explain the approved heads and detail sub-heads as approved by the Federal Government in the Financial Memoranda for use in Nigeria Local Governments. 6.5 Explain how to assess the financial soundness of the counsel as contained in the estimates. 6.6 Explain the procedure for the approval of the estimates. 6.7 Explain how supplementary	preparation, approved Heads and sub-heads in line with extant regulations. Discuss financial soundness as contained in estimates, procedure for approval of estimates and preparation of supplementary estimate. Discuss Authority to vary Authorized establishment. State usefulness of authority to vary	Books, Journals, approved relevant rules and regulations and internet facilities			in the FG Financial Memoranda in LG. Explain your understanding of "Financed Soundness "as contained in the estimates. State the procedures for approval of estimates and preparation of supplementary estimates. Explain Authority to vary authorized establishment and its usefulness in LG administration. List the various forms relating to estimates.

	estimate are prepared (A.I.S.E)	authorized establishment.				Discuss any 7 of estimates forms listed above.
	6.8 Explain the usefulness of authority to Vary Authorized Establishment (A.V.A.E)	Discuss the various forms relating to estimates; forms LGT 1 – 7A, B, C, D –LGT 8 – 11,A.				
	6.9 Describe how to compute the following Forms relating to estimates: LGT Form 1Financial Statement LGT Form 2 Summary of Estimates Recurrent Revenue. LGT Form 3 Summary Estimates of Recurrent Expenditure.					

	LGT Form 4 Summaries of Capital Receipts. LGT Form 5 Summaries of Capital Expenditures. LGT Form 6 Estimates of Recurrent Revenue. LGT Form 7 Estimates of Recurrent Expenditure (Personnel Cost) LGT Form 7A Estimates of Recurrent Expenditures (Over-head Cost) LGT Form 7B Miscellaneous LGT Form 7C Loan Fund.				

	LGT Form 7D Transfer to Reserve Fund. LGT Form 8 Estimate of Capital Receipt. LGT Form 9 Estimate of Capital Expenditure. LGT Form 10 Preliminary Summary Supplementary Expenditure LGT Form 11 Authorities to Incur Supplementary Expenditure. LGT Form 11A Register of Authorities to Incur Supplementary Expenditure.				

General Objective: 7.0 Know the procedure for procurement of receipts.

| 11 | 7.1 Explain how the receipts for collection of revenue are printed, collected, stores, distributed and returned after use.

7.2 Explain the procedure of controlling the receipts.

7.3 Explain all LGT Forms used for the collection of Local Government Revenues. | Discuss procurement receipts and procedure for procurement and use of receipts.

State the procedure of controlling the receipts.

State LGT forms for collection of Government revenue. | White Board/Marker, Projector and accessories, and relevant text Books, Journals, approved relevant rules and regulations and internet facilities | | | State procedure for procurement and use of procurement receipts.

Explain the procedure of controlling the receipts.

Describe LGT forms for collection of Government revenue. |

General Objective: 8.0 Appreciate the duties and responsibilities of Revenue Collectors

| 12-13 | 8.1 Explain the duties of revenue collectors.

8.2 Explain the | Discuss revenue collection in LG duties and responsibilities of revenue collectors. | White Board/Marker, Projector and accessories, and | | | Enumerate the duties and responsibilities of Revenue collectors. |

	Revenue Collectors' Records; Receipts; Revenue Collectors' Cash Book; Licenses and Receipt Distribution Register. 8.3 Explain the usefulness and importance of Revenue Collector's Chart. 8.4 Explain the procedure for checking the collection of revenues by the Revenue Collectors in the Development Area and in the Local Government Treasury.	Discuss revenue collectors' records; • Receipts • Cash Book • Licenses and • Register. Describe the revenue collectors, chart and its usefulness in revenue collection. Discuss the procedure for checking the collection of revenues by revenue collectors in; • Development Area • Local Govt. Treasury	relevant text Books, Journals, approved relevant rules and regulations and internet facilities			Explain the revenue collector's chart and its importance in revenue collection. List the procedure for checking collection of revenue in Department areas and LG Treasury.

HIGHER NATIONAL DIPLOMA IN PUBLIC ADMINISTRATION (YEAR I)
HND 1 – 2ND SEMESTER

Programme: Higher National Diploma in Public Administration		
Course: Principles and Practice of Co-Operatives	Code: PAD 321	Credit Unit: 2
	Credit Hour: 2	Theoretical: 2 Hours
Year: 1 Semester: II	Pre-requisite	Practical: 0 Hour
Goal: This course is designed to provide students with the knowledge of understanding the theories and practices of co-operation and the accompanying strategies in co-operatives formation and development.		
General Objectives: On the completion of the course, students should be able to: 1. Appreciate the fundamental principles underlying co-operative business. 2. Know the various types of co-operatives and their growth patterns. 3. Appreciate the historical development of the co-operative movement in Nigeria. 4. Understand the role of the co-operative movement as a strategy for development. 5. Appreciate the various skills needed for running co-operatives, especially the management of co-operatives		

Programme: Higher National Diploma in Public Administration						
Course: Principles and Practice of Co-Operatives			**Code:** PAD 321		**Credit Unit:** 2	
			Credit Hour: 2		**Theoretical:** 2 Hours	
Year: 1 **Semester:** II			**Pre-requisite**		**Practical:** 0 Hour	
Goal: This course is designed to provide students with the knowledge of understanding the theories and practices of co-operation and the accompanying strategies in co-operatives formation and development.						
General Objective: 1.0 Appreciate the fundamental principles underlying co-operative business.						
Theoretical Content				**Practical Content**		
Week	**Specific Learning Outcomes**	**Teacher's Activities**	**Resources**	**Specific Learning Outcomes**	**Teacher's Activities**	**Evaluation**
1-2	1.1 Define cooperation and the co-operative. 1.2 Describe the co-operative principles. 1.3 Explain each of these principles in 1.2 above. 1.4 Explain the significance of co-operative principles. 1.5 Identify the merits and demerits (if any) of each of the principles in 1.2 above.	Explain Co-operative, Principles of Co-operative, Significance of Co-operative. Outline the merit and demerit of Co-operative principles.	White Board marker, Projects and accessories, and relevant text Books, Journals and internet facilities.			Explain the Principles of Co-operative. significance of Cooperative. the merit and demerits of Co-operative principles.

General Objective: 2.0 Know the various types of co-operatives and their growth patterns.					
3-4	2.1 Classify co-operation societies. 2.2 Describe the various types of co-operatives in each class. 2.3 Identify the problems of each type of co-operative. 2.4 Offer suggestions to the problems identified in 2.3 above.	List out various types of Co-operative Societies and state the problems of each type of Co-operative.	White Board/Marker, Projects and accessories, and relevant text Books, Journals and internet facilities.		Describe the various types of Co-operative. And the problems of each type of Co-operative could have.
General Objective: 3.0 Appreciate the Historical Development of the Co-operative movement in Nigeria.					
5-6	3.1 Explain the introduction of modern co-operatives in Nigeria. 3.2 Compare and contract modern co-operatives with the traditional patterns of cooperation in Nigerian Co-operative Movement 3.3 Describe the	Describe the modern Co-operative Society in Nigeria. Distinguish between the modern Co-operatives with the traditional pattern of Co-operative.	White Board/Marker, Projects and accessories, and relevant text Books, Journals and internet facilities.		Differentiate between modern Co-operative and traditional pattern of Co-operative in Nigeria Co-operative movement.

	educational aspect of the Nigerian Co-operative Movement. 3.4 Assess the performance of the co-operative movement in Nigeria. 3.5 List the major areas of constraints to the development of co-operatives in Nigeria. 3.6 Identify solutions to the problems listed in 3.5 above. 3.7 Describe the future of co-operative in Nigeria.	Explain the Educational aspect of Nigeria Co-operative movement. Discuss the performance, constraints, solutions and future of Co-operative in Nigeria.			
General Objective: 4.0: Understand the role of the Co-operative movements as a strategy for development.					
7	4.1 Explain the role of the co-operative movement in rural development. 4.2 Describe the co-operative movement as a strategy for small- scale industrial	Describe the roles of Co-operative and how Co-operative movement serves as a strategy for small scale Industrial Development.	White Board/Marke r, Projects and accessories, and relevant text Books, Journals and		Analyze the roles of Co-operative and how Co-operative movement serves as a strategy for

			internet facilities.			small scale Industrial Development in Nigeria.
General Objective: 5.0: Appreciate the various skills needed for running Cooperatives, especially the management of Co-operatives.						
8-9	5.1 Describe the various aspects of Co-operative fieldwork. 5.2 Describe the functions of the person charged with co-operative matters. 5.3 Describe the duties and responsibilities of the chief official of the co-operative department and movement. 5.4 Describe the steps taken in the formation of a co-operative society. 5.5 Explain the conditions, which an	Explain the various aspect of Co-operative fieldwork and functions of persons change with Co-operative matters. Discuss the duties and responsibilities of Chief Officer of Co-operative Department and Steps taken in the formation of Co-operative Society. Analyze the conditions that an	White Board/Marker, Projects and accessories, and relevant text Books, Journals and internet facilities.			Explain the duties and responsibilities of the Co-operative Department and Steps taken in the formation of Co-operative Society. Describe the conditions, which an organized group must attain in order to be

	organized group must attain if it must be registered as a co-operative society. 5.6 Describe the principles of office organization for a co-operative society. 5.7 Explain the inspection of co-operative society. 5.8 Examine the programme of audit in co-operatives.	organized group must attain in order to be registered as Co-operative Society including various principles of office organization for a Co-operative society.			registered as Co-operative Society including various principles of office organization for a Co-operative society. Describe the inspection of Co-operative Society and programme of Audit in Co-operatives.

Programme: Higher National Diploma in Public Administration		
Course: Development Administration II	Code: PAD 322	Credit Unit: 3
	Credit Hour: 3	Theoretical: 3 Hours
Year: 1 Semester: II	Pre-requisite: Development Administration I	Practical: 0 Hour
Goal: This course is designed to acquaint students with the problems of under-development and the Administrative strategy that can be employed to solve them.		
General Objectives: On the completion of the course, students should be able to: 1.0 Understand the attributes of under development. 2.0 Comprehend comparative problems of development. 3.0 Appreciate strategies for development. 4.0 Know the importance of Development Plans in National Development. 5.0 Appreciate international measures for Economic Development in Nigeria 6.0 Appreciate emerging models for sustainable development.		

Programme: Higher National Diploma in Public Administration					
Course: Development Administration II		**Code:** PAD 322		**Credit Unit:** 3	
		Credit Hour: 3		**Theoretical:** 3 Hours	
Year: 1 **Semester:** II		**Pre-requisite:** Development Administration I		**Practical:** 0 Hour	

Goal: This course is designed to acquaint students with the problems of under-development and the Administrative strategy that can be employed to solve them.

General Objective: 1.0 Understand the attributes of under development.

Theoretical Content				Practical Content		
Week	**Specific Learning Outcomes**	**Teacher's Activities**	**Resources**	**Specific Learning Outcomes**	**Teacher's Activities**	**Evaluation**
1-2	1.1 Identify the factors for under-development. 1.2 Describe the problems of under-development. 1.3 Explain the problems of under-development. 1.4 Explain historical development of under-development. 1.5 Explain the concept of development with reference to various schools of thought	State the factors and problems of under-development. Describe the problems of under-development. Examine the historical development of under-development. Describe the concept of under-development with	White Board/Marker, Projects and accessories, and relevant text Books, Journals and internet facilities			Give the historical development of under-development. Explain the concept of under-development with reference to various school of though such as Liberal, Radical etc.

	e.g. Liberal, Radical, etc.	reference to various school of though such as Liberal, Radical etc.				
General Objective: 2.0: Comprehend comparative problems of development.						
3	2.1 Explain the following: • Development in the Colonial era. • Development immediately after independence. • Development administration during Military administration. • Ecology of developed and developing Nations.	Discuss the following; • Development In the Colonial Era. • Development Immediately After Independence • Development Administration during Military administration. • Ecology of Developed and Developing Nations.	White Board/Marker , Projects and accessories, and relevant text Books, Journals and internet facilities			Explain the following: • Development In the Colonial Era. • Development Immediately after Independence • Development Administration (During Military Administration • Ecology of Developed and Developing Nations.

General Objective: 3.0 Appreciate strategies for development.					
4	3.1 Explain Project design and implementation techniques. 3.2 Explain rural and community development techniques. 3.3 Explain various economic development programmes. 3.4 Explain technological requirements for development. 3.5 Identify Development Plans and their Management. 3.6 Explain agriculture as a strategy for development in Nigeria.	Discuss project design and implementation technique and Community Development technique. Examine various economic development programme. Discuss technological requirements for development. Describe Development Plans and their management.	White Board/Marker, Projector and accessories, Relevant text Books, Journals and internet facilities		Explain project design and implementation technique and community development technique. Explain Development Plans and their management.

		Discuss how agriculture is a Strategy for Development in Nigeria.				

General Objective: 4.0 Know the importance of Development Plans in National Development.

| 5-6 | 4.1 Define the terms Planning and National Planning.

4.2 Identify Factors for good Plans.

4.3 Trace the History of planning in Nigeria from the Colonial era to the present day.

4.4 Analyze the funding of Development Plans in Nigeria (both Internal and External Sources)

4.5 Explain why plans fail in Nigeria.

4.6 Explain problems of plan implementation. | Describe the terms planning and National Planning.

List the Factors for good plans.

Account for the History of planning in Nigeria from the Colonial Era to the present day.

Discuss the funding of development plan in Nigeria. | White Board/Marker, Projector and accessories, Relevant text Books, Journals and internet facilities | | | Define the terms planning and National planning.

State the factors for good plans. Account for the History of Planning in Nigeria from the Colonial Era to the present day.

Explain the funding of |

257

	4.7 Suggest solutions to the problems in 4.5 and 4.6 above.	Examining why plans fail in Nigeria and Discuss problems and solution of plan.				Development plan in Nigeria. Discuss why plans fail in Nigeria. Discuss problems and Solution of Plan.
General Objective: 5.0 Appreciate international measures for Economic Development in Nigeria.						
7	5.1 Analyze the relationship between International Trade and Economic Development. 5.2 Describe the role of Foreign Capital in Economic Development. 5.3 Identify International Economic Organizations. 5.4 Explain the roles of	Explain the relationship between international trade and economic development. Analyze the role of Foreign Capital in Economic Development.	White Board/Marker, Projector and accessories, Relevant text Books, Journals and internet facilities			Explain the role of Foreign Capital in Economic Development. Explain international financial institution. Examine the Role of the

	International Financial Institutions and agencies in Economic Development in Nigeria.	Identify international financial institution. Describe the role of the International Agencies.				International Agencies.
General Objective: 6.0 Appreciate emerging models for sustainable development						
8-9	6.1 Explain Diversification 6.2 Examine the prospects and challenges of diversification for sustainable development in Nigeria. 6.3 Explain the need or otherwise of restructuring of the Nigerian Economy 6.4 Explain the economy models of	Explain the prospects and challenges of diversification for sustainable development in Nigeria and the need or otherwise of restructuring of the Nigerian Economy Explain the economy models of globalization,	White Board/Marker, Projector and accessories, Relevant text Books, Journals and internet facilities.			Explain the prospects and challenges of diversification for sustainable development in Nigeria. Explain the economy models of globalization, liberalization,

	globalization, liberalization, Public-Private Partnerships (PPP), deregulation etc. 6.5 Describe the relevance of this models in promoting sustainable development in Nigeria.	liberalization, public, private partnerships (PPP), deregulation etc. Describe the relevance of this models in promoting sustainable development in Nigeria.				Public- Private Partnerships (PPP) and deregulation.

Programme: Higher National Diploma in Public Administration		
Course: Research Methods	Code: PAD 323	Credit Unit: 2
	Credit Hour: 2	Theoretical: 2 Hours
Year: 1 Semester: II	Pre-requisite	Practical: 0 Hour
Goal: This course is designed to acquaint students with general characteristics of scientific research and the techniques and procedures of carrying out a good research project		
General Objectives: On the completion of the course, students should be able to: 1.0 Know the meaning and scope of research. 2.0 Understand the characteristics of scientific research. 3.0 Appreciate the methods of selecting research topics. 4.0 Appreciate the method of planning a research. 5.0 Appreciate the method of conducting a research. 6.0 Appreciate the methods of data collection. 7.0 Comprehend the method of writing a Research Report		

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Programme: Higher National Diploma in Public Administration					
Course: Research Methods		**Code:** PAD 323		**Credit Unit:** 2	
		Credit Hour: 2		**Theoretical:** 2 Hours	
Year: 1 **Semester:** II		**Pre-requisite**		**Practical:** 0 Hour	
Goal: This course is designed to acquaint students with general characteristics of scientific research and the techniques and procedures of carrying out a good research project					
General Objective: 1.0 Know the meaning and scope of research.					
Theoretical Content				**Practical Content**	
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Evaluation
1-2	1.1 Define the concept of research. 1.2 Explain the different types of research. 1.3 Explain the usefulness of research.	Describe the concept of Research. Explain qualitative experimental and Survey Research. Describe the usefulness of Research.	White Board/Marker, Projects and accessories, and relevant text Books, Journals, Demonstration, Library and internet facilities.			Differentiate types of Research and their usefulness in research.
General Objective: 2.0 Understand the characteristics of scientific research.					
3-4	2.1 Explain the methods of gaining knowledge through Research.	Describe methods of gaining research knowledge e.g.	White Board/Marker , Projects and			Explain methods used in research and the characteristics of

	2.2 Enumerate the characteristics of research. 2.3 Describe the methods of Scientific Research.	Institution, Scientific method, rationalism act. and list the Characteristics of a good Research.	accessories, and relevant text Books, Journals, Demonstratio n Library and internet facilities.			a good Research work.
General Objective: 3.0 Appreciate the methods of selecting research topics.						
5-6	3.1 Explain the concept of research problems. 3.2 Describe the basic guidelines for selecting Research topics. 3.3 Explain the sources of Research topics.	Discuss concept of research problems Explain guidelines for selecting research topics. Suggest sources of research topics.	White Board/Marker, Projects and accessories, and relevant text Books, Journals, Demonstration, Library and internet facilities.			Explain concept of research problems. Name guidelines for selecting Research topics and sources of Research topics.
General Objective: 4.0 Appreciate the methods of planning a research.						
7-8	4.1 Distinguish between theory and fact. 4.2 Explain the concept of hypothesis.	Differentiate theory from fact.	White Board/Marker, Projects and accessories, and			Explain the differences between theory and fact. Explain hypothesis.

	4.3 Identify variables and their relationships. 4.4 Explain research design. 4.5 Explain the steps in writing a Research proposal.	Describe hypothesis as a concept. Describe research design e.g. collection, Interpretations, analysis and decision. Show steps in writing Research.	relevant text Books, Journals, Demonstration, Library and internet facilities.			Illustrate research design. illustrate Steps in writing Research.
General Objective: 5.0 Appreciate the methods of conducting a research.						
9-10	5.1 Explain documentary/historical research. 5.2 Describe case study research. 5.3 Describe experimental research. 5.4 Explain survey/descriptive research.	Explain documentary/ historical research and various methods of research.	White Board/Marker, Projects and accessories, and relevant text Books, Journals, Demonstration, Library, Group work, fieldwork and internet facilities			Describe various types of research. Describe work on a Research case study. Explain Experiment Research and Survey/descriptive Research.

General Objective: 6.0 Appreciate the methods of data collection.					
11-12	6.1 Explain observational techniques of data collection. 6.2 Describe the questionnaire method of data collection. 6.3 Design Questionnaire 6.4 Describe how to review the method of data collection. 6.5 Explain the interview method of data collection	Discuss various techniques of data collection. Discuss questionnaire method of data collection. Discuss on how to review the method to collecting data. Discuss interview method of data collection.	White Board/Marker, Projects and accessories, and relevant text Books, Journals, Demonstration, Library, Fieldwork, and internet facilities.			Describe various techniques of data collection. Designed a questionnaire to collect Data. Describe how to review the method to data collection. Demonstrate interview method of data collection.
General Objective: 7.0 Comprehend the method of writing a Research Report.					
13-14	7.1 Describe the presentation of data. 7.2 Explain the methods of analyzing data. 7.3Explain how to interpret collected data. 7.4 Explain the guidelines	Explain presentation analysis and interpretation of data.	White Board/Marker, Projects and accessories, and relevant text Books, Journals, Demonstration,			Describe data presentation analysis and interpretation. Write a Research Report.

	for writing Research Reports. 7.5 Write a Research report.	Describe how to write Research Report.	Library and internet facilities.		

Programme: Higher National Diploma in Public Administration		
Course: Local Government Administration	**Code:** PAD 324	**Credit Unit:** 3
	Credit Hour: 3	**Theoretical:** 3 Hours
Year: 1 **Semester:** II	**Pre-requisite:**	**Practical:** 0 Hour
Goal: This course is to enable the student to have a grasp of Local Government Administration.		
General Objectives: On the completion of the course, students should be able to: 1. Understand the concept of Local Government Administration. 2. Know the role of Local Government in Community Development. 3. Understand the functions of Local Government 4. Appreciate the historical development of Local Government in Nigeria. 5. Appreciate the role of Traditional Rulers in Local Government Administration 6. Appreciate comparative Local Government Administration.		

Programme: Higher National Diploma in Public Administration						
Course: Local Government Administration			**Code:** PAD 324		**Credit Unit:** 3	
			Credit Hour: 3		**Theoretical:** 3 Hours	
Year: 1 **Semester:** II			**Pre-requisite:**		**Practical:** 0 Hour	
Goal: This course is to enable the student to have a grasp of Local Government Administration.						
General Objective :1.0 Understand the concept of Local Government Administration						
Week	**Specific Learning Outcomes**	**Teacher's Activities**	**Resources**	**Specific Learning Outcomes**	**Teacher's Activities**	**Evaluation**
1	1.1 Explain the meaning of Local Government Administration as defined by renowned authorities. 1.2 Explain Local Government Administration in its true perspective. 1.3 Examine Local Government Administration before the 1976 Constitution on local government reforms.	Describe the meaning of Local Government Administration as defined by renowned authorities. Describe Local Government Administration in its true form. Explain Local Government Administration before the 1976 reforms.	White Board -Marker -Projector Accessories -Relevant Textbooks /Journals -Internet Facilities			Describe Local Government Administration as defined by prominent authorities. Explain Local Government Administration in its true form before the 1976 reforms.

General Objective: 2.0 Know the role of Local Government in Community Development.

2	2.1 Describe Local Government as an agent of Community Development.	Explain Local Government as an agent of Community Development. Give examples of local community mobilization in the development task.	White Board -Marker -Projector Accessories -Relevant Textbooks /Journals -Internet Facilities			Explain Local Government as an Local Community in the Development task.
	2.2 Describe the Mobilization of the Local Community in the Development task.	Explain Mobilization of the Local Community in the Development task.				Explain Local Government as an intermediary between the Community and other agents of Government.
	2.3 Describe Local Government as an intermediary between the Community and other agents of Government.	Explain Local Government as an intermediary between the Community and other agents of Government.				

General Objective: 3.0 Understand the functions of Local Government.

3-4	3.1 Describe the following Local Government Functions: • Local	Explain the following Local Government Functions: • Local Government and	White Board -Marker -Projector Accessories			Describe the following Local Government Functions: • Local

Week						
	Government and Security. • Local Government in the adjudication of Justice. • Local Government and Education. • Transportation and Communication functions. • Local Government in the task of Economic Development, etc. 3.2 Identify the impact Of the Local Government Functions In 3.1 above on the Community.	Security. • Local Government in the adjudication of Justice. • Local Government and Education. • Transportation and Communication functions. • Local Government in the task of Economic Development, etc Bring out the impact of the Local Government functions in 3.1 on the Community.	-Relevant Textbooks /Journals -Internet Facilities Nigerian constitution 1999			Government and Security. • Local Government in the adjudication of Justice. • Local Government and Education. • Transportation and Communication functions. Local Government in the task of Economic Development, etc Give the Impact of the Local Government functions in 3.1 above on the Community.
General Objective: 4.0 Appreciate the historical development of Local Government in Nigeria.						
5-6	4.1 Explain the following Historical Development in Nigeria.	Explain the following Historical Development in Nigeria. • The introduction	White Board -Marker			Explain the following Historical Development in

270

	• The introduction of indirect rule administration. • Reason for indirect rule administration. • The adoption at indirect rule in various parts of the country. • Problems of Indirect rule Administration. • Local Government Administration After Independence 4.2 Explain the Local Government Reforms of 1976. 4.3 Explain the Local Government reforms From 1976 to date.	of indirect rule administration • Reason for indirect rule administration. • The adoption at indirect rule in various parts of the country. • Problems of indirect Rule	-Projector Accessories -Relevant Textbooks /Journals -Internet Facilities		Nigeria. • The Introduction of indirect rule administration. • Reason for indirect rule administration. • The adoption at indirect rule in various parts of the country • Problems of indirect Rule

General Objective: 5.0 Appreciate the role of Traditional Rulers in Local Government Administration.						
7-8	5.1 Explain the role of Traditional Rulers before Colonization. 5.2 Explain the Traditional Rulers' role in the Colonial era. 5.3 Describe the changing patterns of Traditional Rulers' functions after independence. 5.4 Explain the Traditional Rulers' after the reforms. 5.5 Describe the future roles of Traditional Rulers.	Describe the role of Traditional Rulers before Colonization. Describe the Traditional Rulers' role in the Colonial era. Explain the changing patterns of Traditional Rulers' functions after independence. Describe the Traditional Rulers' after the reforms. Explain the future roles of Traditional Rulers.	White Board -Marker -Projector Accessories -Relevant Textbooks /Journals -Internet Facilities			Explain the role of Traditional Rulers before, during and after Colonial era. Describe Traditional Rulers' after the reforms. Explain future roles of Traditional Rulers.
General Objective: 6.0 Appreciate comparative Local Government Administration						
9-10	6.1 Recognize the prospects of Diversification for	Discuss the prospects of Diversification for sustainable	White Board -Marker			Outline reasons for the restructuring or

	sustainable development in Nigeria. 6.2 Explain Local Government Administration in the different phases of Political Development with inter-regional comparison in Nigeria. 6.3 Introduce Local Government in Britain, Nigeria, France, Tanzania, America, Russian and China. 6.4 Explain the impact of the non-African types of Local Government on the African types.	development in Nigeria Describe Local Government Administration in the different phases of Political Development with inter-regional comparison in Nigeria. Bring out Local Government in Britain, Nigeria, France, Tanzania, America, Russian and China. Describe the impact of the non-African types of Local Government on the African styles.	-Projector Accessories -Relevant Textbooks /Journals -Internet Facilities		otherwise of the Nigerian economy. Explain Local Government Administration in the different phases of Political Development with inter-regional comparison in Nigeria. Describe Local Government in Britain, Nigeria, France, Tanzania, America, Russian and China.

					Explain the impact of the non-African types of Local Government on the African styles.

HND 1 – 2ND SEMESTER

Programme: Higher National Diploma in Public Administration		
Course: Administrative Law	Code: PAD 325	Credit Unit: 2
	Credit Hour: 2	Theoretical: 2 Hours
Year: 1 Semester: II	Pre-requisite	Practical: 0 Hour
Goal: This course is to enable the student to appreciate administrative law and administrative authority		
General Objectives: On the completion of the course, students should be able to: 1.0 Appreciate administrative law and administrative authority. 2.0Appreciate the powers and of administration. 3.0Appreciate the legislative powers of Government. 4.0Appreciate the judicial and quasi-judicial powers of Government. 5.0Appreciate the control over administrative powers. 6.0Appreciate administrative activities. 7.0 Appreciate Local Government byelaws.		

Programme: Higher National Diploma in Public Administration						
Course: Administrative Law			**Code:** PAD 325		**Credit Unit:** 2	
			Credit Hour: 2		**Theoretical:** 2 Hours	
Year: 1 **Semester:** II			**Pre-requisite**		**Practical:** 0 Hour	
Goal: This course is to enable the student to appreciate administrative law and administrative authority						
General Objective: 1.0 Appreciate administrative law and authorities.						
Theoretical Content				**Practical Content**		
Week	**Specific Learning Outcomes**	**Teacher's Activities**	**Resources**	**Specific Learning Outcomes**	**Teacher's Activities**	**Evaluation**
1	1.1 Explain the concepts of administrative law in Nigeria. 1.2 Explain the evolution of administrative law in Nigeria. 1.3 Explain the law and practice governing the organization, personnel powers, functions, rights, obligations and responsibilities of public authorities.	1 Describe the concept of administrative law, evolution of administrative law and the laws and practice governing the organization, personal powers, functions, rights, obligations and responsibilities of public authorities.	White Board -Marker -Projector Accessories -Relevant Textbooks /Journals -Internet Facilities			Explain the concept of administrative law, evolution of administrative law and the laws and practice governing the organization, personal powers, functions, rights, obligations and responsibilities of public authorities.

General Objective: 2.0 Appreciate the powers of an administration.

2-3	2.1 State the executive powers in the constitution of Nigeria.	List the executive powers in the constitution of Nigeria	White Board -Marker -Projector Accessories			Mention the executive powers in the constitution of Nigeria
	2.2 Explain the legislative, executive and judicial powers of administration.	Describe Legislative, executive and judicial powers of administration as well as judicial and Quasi-judicial powers of the Minister and Commissioners together within the concepts of ministerial responsibility and delegated legislation	-Relevant Textbooks /Journals -Internet Facilities			Examine Legislative, executive and judicial powers of administration as well as judicial and quasi-judicial powers of the Minister and Commissioners together within the concepts of ministerial responsibility and delegated legislation
	2.3 Explain judicial and quasi-judicial powers of the Ministers and Commissioners.					
	2.4 Explain the concepts of Ministerial responsibility.					
	2.5 Describe the operation of administrative tribunals and delegated legislation.					

General Objective: 3.0 Appreciate the legislative powers of government.

4	3.1 Explain the principle of delegated legislation.	Examine the principles of delegated legislation	White Board Marker			Describe the principles of delegated legislation

277

	3.2 Outline the various arguments for and against the practice of delegated legislation. 3.3 Explain the various forms of control over delegated legislation • pre-drafting consultation, • parliamentary control, • judicial review • publicity	State the various arguments for and against the practice of delegated legislation Describe the various forms of control over delegated legislation such as pre drafting consultation, parliamentary control, judicial review and publicity	Projector Accessories Relevant Textbooks Journals Internet Facilities		List the various arguments for and against the practice of delegated legislation Explain the various forms of control over delegated legislation such as pre drafting consultation, parliamentary control, judicial review and publicity

General Objective: 4.0 Appreciate the judicial and quasi-judicial powers of government

5-6	4.1 Explain the power of Statutory or administrative tribunals, special tribunals, tribunal of inquiry and public inquiry. 4.2 Explain the President's/Governor's	Describe the power of Statutory or Administrative tribunals, special tribunals, tribunal of inquiry and public inquiry. Examine the President's/Governor's	White Board -Marker -Projector Accessories -Relevant Textbooks /Journals -Internet Facilities			Explain the power of Statutory or administrative tribunals, special tribunals, tribunal of inquiry and public inquiry. Describe the

	powers of prerogative of Marcy. 4.3 Explain the various arguments for and against the practice of administrative adjudication. 4.4 Explain the principle of natural justice (right to a fair hearing and the rule against interest and bias, etc.)	powers of prerogative of Marcy. Explain the various arguments for and against the practice of administrative adjudication. Examine the principle of natural justice (right to a fair hearing and the rule against interest and bias, etc.)			President's/Governor's powers of prerogative of Marcy. Examine the various arguments for and against the practice Describe the principle of natural justice, such as right to a fair hearing and the rule against interest and bias, etc.
General Objective: 5.0: Appreciate the control over administrative powers.					
7-8	5.1 Explain the National Assembly and State Assembly control of administrative powers. 5.2 Describe the principles of Natural Justice.	Describe the National Assembly and State Assembly control of administrative powers. Explain the principles of Natural Justice.	White Board -Marker -Projector Accessories -Relevant Textbooks /Journals		Examine the National Assembly and State Assembly control of administrative powers. Describe the principles

	5.3 Explain the powers and functions of the OMBUDSMAN (Public Complaints Commission) and the Anti-Corruption Tribunal.	Describe the powers and functions of the OMBUDSMAN (Public Complaints Commission) and the Anti-Corruption Tribunal.	-Internet Facilities		of Natural Justice. Explain the powers and functions of the OMBUDSMAN (Public Complaints Commission) and the Anti-Corruption Tribunal.
	5.4 Explain the Judicial Control process.	Examine the Judicial Control process.			Describe the Judicial Control process.
	5.5 Explain the effects of ultra-virus and unreasonable acts of administration.	Describe the effects of ultra-virus and unreasonable acts of administration			Explain the effects of ultra-virus and unreasonable acts of administration.
	5.5 Explain the various writs and court orders Habeas corpus, mandamus, certiorari/prohibition.	Describe the various writs and court orders Habeas corpus, mandamus, certiorari/prohibition			Explain the various writs and court orders Habeas corpus, mandamus, certiorari/prohibition.
	5.6 Explain statutory enquiries and special tribunals.	Describe statutory enquiries and special tribunals			Explain statutory

	5.7 Explain availability to the public of the administrative authority and powers.	Describe availability to the public of the administrative authority and powers.				enquiries and special tribunals. Explain availability to the public of the administrative authority and powers
General Objective: 6.0 Appreciate administrative activities.						
9	6.1 Explain the powers required for the Principal/Major administrative activities in Modern States. 6.2 Explain the powers required for the Principal/Major administrative activities in Modern States. 6.3 Explain the liberties of citizens' charter.	Describe the powers required for the Principal/Major administrative activities in Modern States. Describe the powers required for the Principal/Major administrative activities in Modern States. Describe the liberties of citizens' charter	White Board -Marker -Projector Accessories -Relevant Textbooks /Journals -Internet Facilities			Examine the powers required for the Principal/Major administrative activities in Modern States. Explain the powers required for the Principal/Major administrative activities in Modern States. Explain the liberties of citizens' charter

General Objective: 7.0 Appreciate Local Government byelaws.

| 10 | 7.1 Define bye-law 7.2 Describe the process of making byelaws. 7.3 Explain local government bye-laws in respect of security, markets, motor parks, economic development, sanitation, community health, | Conceptualize bye-law state the process of making byelaws. Describe local government bye-laws in respect of security, markets, motor parks, economic development, sanitation, community health, etc. | White Board -Marker -Projector Accessories -Relevant Textbooks /Journals -Internet Facilities | | | Explain bye-law. state the process of making byelaws. Mention local government bye-laws in respect of security, markets, motor parks, economic development, sanitation, community health, etc. |

Programme: Higher National Diploma in Public Administration			
Course: Public Personnel Management	Code: PAD 326		Credit Unit: 3
	Credit Hour: 3		Theoretical: 3 Hours
Year: 1 Semester: II	Pre-requisite:		Practical: 0 hour
Goal: This course is designed to enable students understand the practice of Personnel Management in the Nigerian Public Service.			
General Objectives: On the completion of the course, students should be able to: 1.0 Understand the institutional framework for the management of personnel in the public service. 2.0 Appreciate the process of manpower planning and budgeting in the public service. 3.0 Recognize the processes in the Recruitment, Selection and Placement of staff in the service. 4.0 Appreciate the process of training and development in the service. 5.0 Appreciate the activities involved in performance appraisal in the service. 6.0 Know the various reward schemes in the service.			

Programme: Higher National Diploma in Public Administration						
Course: Public Personnel Management			Code: PAD 326		Credit Unit: 3	
			Credit Hour: 3		Theoretical: 3 Hours	
Year: 1 Semester: II			Pre-requisite:		Practical: 0 hour	
Goal: This course is designed to enable students understand the practice of Personnel Management in the Nigerian Public Service.						
General Objective: 1.0 Understand the institutional framework for the management of personnel in the public service.						
Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Evaluation
1-2	1.1 Describe the role of personnel management in the public sector. 1.2 Identify the various organs for managing personnel in the service e.g. • Public Service Commission, • Local Government Service Commission, • Police Service Commission, • Judicial Service Commission, etc. 1.3 Explain the roles and	Discuss the role of personnel management in the public sector. State various organs for managing personnel in the service e.g., • Public Service Commission, • Local Government Service Commission, • Police Service Commission, • Judicial Service Commission, etc. State the roles and	White Board -Marker -Projector Accessories -Relevant Textbooks /Journals -Internet Facilities			Explain the functions of Various organs for managing personnel in the service • Public Service Commission, • Local Government Service Commission, • Police Service Commission, • Judicial Service Commission,

	functions of the Public Service Commission. 1.4 Describe the composition and responsibilities of Personnel Management Committees, e.g.: - Junior Staff Committee (Local) - Junior Staff Committee (Headquarters) - Senior Staff Committee - Management Staff Committee.	functions of the Public Service Commission. State the composition and responsibilities of Personnel Management Committees, e.g.: - Junior Staff Committee (Local) - Junior Staff Committee (Headquarter) - Senior Staff Committee - Management Staff Committee.				etc State the composition and responsibilities of Personnel Management Committees, e.g.: - Junior Staff Committee (Local) - Junior Staff Committee (Headquarter) - Senior Staff Committee - Management Staff Committee. .
General Objective: 2.0 Appreciate the process of manpower planning and budgeting in the public service.						
3-4	2.1 Explain the staff needs of public service organizations.	Explain Manpower Planning in the service. Explain	White Board -Marker -Projector Accessories			Discuss the processes of Manpower Planning in the

	2.2 Explain the processes of Manpower Planning in the service.	understaffing and overstaffing problems in the service	-Relevant Textbooks /Journals -Internet Facilities			service. Explain the following: - under-staffing and -over-staffing Suggest appropriate solutions to the problems of under-staffing and overstaffing in service.
	2.3 Identify understaffing and overstaffing problems in the service.	Describe the future needs of employees in the service.			
	2.4 Proffer appropriate solutions to the problems in 2.3 above.	Explain Manpower Budget and its procedures in the service.			
	2.5 Explain how to handle understaffing and overstaffing problems.	Identify the problems of Manpower Planning and Budgeting in the service.			
	2.6 Forecast the future needs of employees in the service.				
	2.7 Explain Manpower Budget and its	Bring out solutions to problems in 2.8 above.			

	procedures in the service.					
	2.8 Identify the problems of Manpower Planning and Budgeting in the service. 2.9 Proffer solutions to problems in 2.8 above.					

General Objective: 3.0 Recognize the processes in the Recruitment, Selection and Placement of staff in the service.

5-6	3.1 Explain how to draw up advertisement for existing vacancies. 3.2 Identify selection criteria such as Educational Qualifications, experience, Skills and Physical Characteristics. 3.3 Explain the methods of placement and orientating new	Bring up advertisement for existing vacancies. Explain selection criteria such as Educational Qualifications, experience, Skills and Physical Characteristics. Describe methods of placement and orientating new	White Board -Marker -Projector Accessories -Relevant Textbooks Journals Internet Facilities			Explain selection criteria such as Educational Qualifications, experience, Skills and Physical Characteristics Explain the methods of placement and orientating new employees to a

	employees to a new environment in the Public Service.	employees to a new environment in the Public Service.				new environment in the Public Service.
General Objective: 4.0 Appreciate the process of training and development in the service.					
7-8	4.1 State reasons for training in the service. 4.2 Describe the methods of analyzing training needs in the service. 4.3 Explain the different types of training like on-the-job training, job instruction, in-service training, etc. 4.4 Identify development potentials (e.g. preparation for advancement) 4.5 Explain how to design a training programme.	Describe reasons for training in the service. Explain the methods of analyzing training needs in the service. Demonstrate the different types of training like on-the-job training Job instruction, in-service training, etc.	White Board -Marker -Projector Accessories -Relevant Textbooks /Journals -Internet Facilities			Bring out reasons for training in the service. Describe the methods of analyzing training needs in the service. Describe the different types of training like on-the-job training Job Instruction, In-service Training, etc.

288

	4.6 Explain how to implement the programme in 4.5 above.				
General Objective: 5.0 Appreciate the activities involved in Performance Appraisal in the Service.					
9-10	5.1 Explain the purposes and importance of staff appraisal. 5.2 State the criteria for staff appraisal. 5.3 State how to conduct an appraisal interview. 5.4 Describe open reporting system. 5.5 Explain the annual performance evaluation report forms. 5.6 Explain performance	Describe the purposes and importance of staff appraisal. Write out the criteria for staff appraisal. Demonstrate how to conduct an appraisal interview. Explain Open Reporting system. Evaluate the Annual Performance Evaluation Report forms.	White Board -Marker -Projector Accessories -Relevant Textbooks Journals Internet Facilities Specimen of Performance Appraisal Form		Describe the purposes and importance of staff appraisal. Give the criteria for staff appraisal. Identify how to conduct an appraisal interview Describe Open Reporting system. Explain the Annual Performance Evaluation Report forms.

General Objective: 6.0 Know the various reward Schemes in the Service.					
11-12	6.1 Explain the processes of salary and wages administration in the public service. 6.2 Identify the various fringe benefits and allowances in the service. 6.3 Explain the welfare programmes in the service e.g. • Staff Clinic, • Staff Bus, • Staff Canteens, etc. 6.4 Explain Retirement Benefits e.g. • Pensions, • Gratuity, • Post-retirement Engagement, etc..	Describe the processes of salary and wages administration in the public service. Bring up the various fringe benefits and allowances in the service. Assess the welfare programmes in the service (e.g. Staff Clinic, Staff Bus, Staff Canteens, etc.) Analyze Retirement Benefits (e.g. Pensions, Gratuity, and Post-Retirement.	White Board -Marker -Projector Accessories -Relevant Textbooks /Journals -Internet Facilities		Explain fringe benefits and allowances in the service. Describe processes for: Retirement Benefits (e.g. Pensions, Gratuity, and Post-Retirement.

290

Programme: Higher National Diploma in Public Administration			
Course: Advanced Local Government Finance	**Code:** LGS 301		**Credit Unit:** 2
	Credit Hour: 2		**Theoretical:** 2 Hours/week
Year: 1 **Semester:** II	**Pre-requisite:** Introduction to local government finance		**Practical:** 0 hours/week
Goal: This course is designed to enable students acquire knowledge of Financial Management.			
General Objectives: On the completion of the course, students should be able to: 1. Understand the source of Local Government Finance and system of its control. 2. Understand the need for Sound Systems of Store Management. 3. Understand Investment and Renewal Funds.			

Programme: Higher National Diploma in Public Administration						
Course: Advanced Local Government Finance			**Code:** LGS 301		**Credit Unit:** 2	
			Credit Hour: 2		**Theoretical:** 2 Hours	
Year: 1 **Semester:** II			**Pre-requisite:** Introduction to local government finance		**Practical:** 0 Hours	
Goal: This course is designed to enable students acquire knowledge of Financial Management						
General Objective: 1.0 Understand the sources of Local Government Finance and the system of its control.						
Theoretical Content				**Practical Content**		
Week	**Specific Learning Outcomes**	**Teacher's Activities**	**Resources**	**Specific Learning Outcomes**	**Teacher's Activities**	**Evaluation**
1-2	1.1 Explain the sources of local government finance. 1.2 Explain the control system requirement for Local Government Finance. 1.3 Explain the Internal and External Controls of Local Government	State sources of LG Finances and center of system of the Finance. State duties of the Treasurer. Discuss Estimates and variations, Authority to Incur Expenditure, and Authority to Incur variation and vary	White Board/Marker, Projector and accessories, and relevant text Books, Journals, approved relevant Rules and Regulations and Internet Facilities.			Discuss sources of LG Funds and required system of financial control. Discuss duties of the Treasurer in a Local Government known to you. Discuss the following terms; • Estimates and variations.

	Finance. 1.4 Explain the duties of the Treasurer. 1.5 Explain estimates and variation in Estimates. • Authority to Incur Supplementary Expenditure (AISE) • Authority to vary Authorized Establishment (LGT Form 111 and 54)	Authorized Establishment.				• Authority to incur Expenditure and to vary Authorized Establishment.
General Objective: 2.0 Understand the need for Sound Systems of Store management.						
3	2.1 Describe types of Stores. 2.2 Explain allocated Stores and unallocated stores. 2.3 Explain unallocated Stores	Identify types of Stores. Discuss types of Stores. Compare types of stores.	White Board/Marker, Projector and accessories, and relevant text Books, Journals,			Describe types of Stores known to you. Distinguish among allocated Stores, unallocated stores and suspense Account.

	suspense Account.		approved relevant rules and regulations and internet facilities			
General Objective: 3.0 Understand Investment and Renewal Funds.						
4-5	3.1 Define Renewal Fund as sinking funds. 3.2 Explain Renewal Investments and Renewal Fund Deposit. 3.3 Relate both Renewal Investment and Deposit to Recurrent Expenditure of Local Government. 3.4 Explain the advantages of Investme**nts.**	Explain the concepts of; - Renewal fund - Sinking fund - Renewal investments - Renewal fund deposit. Compare renewal investment and deposit to recurrent Local Government expenditure. State advantages of investments.	White Board/Marker, Projector and accessories, and relevant text Books, Journals, approved relevant rules and regulations and internet facilities			Describe; - Renewal of fund. - Sinking fund - Renewal investment and - Renewal of deposit. Explain relationship between renewal investment and deposit with recurrent LG expenditure. Discuss advantages of investments.

HIGHER NATIONAL DIPLOMA IN PUBLIC ADMINISTRATION (YEAR II)
HND 11 – 1ˢᵗ SEMESTER

Programme: Higher National Diploma in Public Administration		
Course: Rural Development	Code: PAD 411	Credit Unit: 3
	Credit Hour: 3	Theoretical: 3 Hours
Year: II Semester: 1	Pre-requisite	Practical: 0 Hours
Goal: This course is designed to acquaint students with the Origin, Nature and Characteristics of the Rural		
General Objectives: On the completion of the course, students should be able to: 1.0 Understand the concept of Rural Development 2.0 Know the various theories and approaches to Rural Development 3.0 Trace the origin, nature and characteristics of Rural Environment. 4.0 Identify the relationship between the Rural and Urban sectors of the Nigerian Society. 5.0 Understand the philosophy, strategies and processes of Rural Development in Nigeria. 6.0 Understand the problems of Rural Development in Nigeria.		

Programme: Higher National Diploma in Public Administration							
Course: Rural Development				Code: PAD 411		Credit Unit: 3	
				Credit Hour: 3		Theoretical: 3 Hours	
Year: II Semester: 1				Pre-requisite:		Practical: 0 Hours	
Goal: This course is designed to acquaint students with the Origin, Nature and Characteristics of the Rural							
General Objective: 1.0 Appreciate the concept of Rural Development							
Theoretical Content				Practical Content			
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Evaluation
1	1.1 Define Rural Developments. 1.2 Explain the basic concepts relating to Rural Society. 1.3 Explain the Political Economy of Colonialism and Neo-colonialism and how they relate to rural Nigeria.	Explain developments. In term of its concept relating to rural society, political economy of colonialism and neo-colonialism as related to rural Nigeria.	White Board/Marker, Projector and accessories, Relevant text Books, Journals and internet facilities.			Describe what is development; relate it to the basic concept of rural society, political economy of colonialism as related to rural Nigeria.
General Objective: 2.0 Know the various theories and approaches to Rural Development.							
2-3	2.1 Explain the question of improvement versus transformation.	Explain the question of impairment	White Board/Marker, Projector and			Describe the question of impairment

	2.2 Describe the Soviet, Chinese and Tanzanian models of Rural Development. 2.3 Describe the various approaches to Rural Development (e.g. directives, non-directive, etc.)	versus transformation Examine the soviet, Chinese and Tanzania Models of Rural Development. Examine the various approaches to Rural Development such as directive and non-directive etc.	accessories, Relevant text Books, Journals and internet facilities			versus transformation Explain the soviet, Chinese and Tanzania models of rural development. Describe the various approaches to rural development such as directive and non-directive etc

General Objective: 3.0 Trace the origin, nature and characteristics of Rural Environment.

4	3.1 Explain the Development of Rural Nigeria. 3.2 Describe the socio-	Examine the development of rural Nigeria.	White Board/Marker, Projector and accessories,			Describe the development of rural Nigeria.

	economic formation of Rural Nigeria. 3.3 Explain the nature and dynamics of Rural Economics with reference to agrarian and non-agrarian sectors.	Explain the socio economy formation of rural Nigeria together with nature and dynamics of rural economics with reference to agrarian and non-agrarian sectors.	Relevant text Books, Journals and internet facilities		Explain the socio economy formation of rural Nigeria together with nature and dynamics of rural economics with reference to agrarian and non-agrarian sectors.
General Objective: 4.0 Identify the relationship between the Rural and Urban sectors of the Nigerian Society.					
5-6	4.1 Explain the various forms of relationships that exist between the Rural and Urban sectors of the Nigerian Society. 4.2 Examine the contribution of the Rural Society in	Describe the various forms of relationships that exist between the rural and urban sectors of the Nigerian society and the contribution of the	White Board/Marker, Projector and accessories, Relevant text Books, Journals and internet facilities		Explain the various forms of relationships that exist between the rural and urban sectors of the Nigerian society and the

	Nigeria in terms of Production, supply of Labour, etc., to the Nigerian Economy. 4.3 Describe the Rural setting and Governmental Bodies, e.g. Local, State and Federal Government agencies in Nigeria. 4.4 Analyze the dialectical relationship between Rural and Urban sectors of Nigeria.	rural society in Nigeria in times of production, supply of labour etc. to the Nigerian economy. Examine the rural setting and governmental bodies such as Local, State and Federal Government Agencies in Nigeria. Describe the dialectical relationship between rural and urban sectors of Nigeria.			contribution of the rural society in Nigeria in times of production, supply of labour etc. to the Nigerian economy. Explain the rural setting and governmental bodies such as Local, State and Federal Government Agencies in Nigeria. Explain the relationship

					between rural and urban sectors of Nigeria.
General Objective: 5.0 Understand the philosophy, strategies and processes of Rural Development in Nigeria.					
7-8	5.1 Explain the Philosophy behind Rural Development in Nigeria. 5.2 Describe the strategies and processes of Rural Development in Nigeria. 5.3 Identify the strategies and processes of Rural Development in Nigeria from 1940 to-date.	Examine the philosophy behind rural development, strategies and processes of rural development in Nigeria. Observe the strategies and processes of rural development in Nigeria from 1940 to date.	White Board/Marker, Projector and accessories, Relevant text Books, Journals and internet facilities		Explain the philosophy behind rural development, strategies and processes of rural development in Nigeria. Identify the strategies and processes of rural development in Nigeria from 1940 to date.

General Objective: 6.0 Understand the problems of Rural Development in Nigeria.					
9-10	6.1 Enumerate the problems of Rural Development in Nigeria. 6.2 Analyze the origin of the problems of rural development in Nigeria. 6.3 Describe the probable solutions to the problems of rural development in Nigeria.	Outline the problems of rural development in Nigeria. Examine the origin of the problems of rural development in Nigeria. Suggest probable solution.	White Board/Marker, Projector and accessories, Relevant text Books, Journals and internet facilities		List the problems of rural development in Nigeria. Explain the origin of the problems of rural development in Nigeria. Identify probable solution.

Programme: Higher National Diploma in Public Administration		
Course: Comparative Local Government	Code: PAD 412	Credit Unit: 3
	Credit Hour: 3	Theoretical: 3 Hours
Year: II Semester: 1	Pre-requisite:	Practical: 0 hour

Goal: This course is designed to enable students understand the different forms and techniques of local government administration and their application in different phases.

General Objectives: On the completion of the course, students should be able to:

1.0 Trace the history of local governments in Nigeria.

2.0 Appreciate local government in the different phrases of political development in Nigeria.

3.0 Appreciate inter-regional differences in local government administration in Nigeria.

4.0 Understand the various models of local government administration.

5.0 Appreciate local government reforms in Nigeria.

Programme: Higher National Diploma in Public Administration						
Course: Comparative Local Government			**Code:** PAD 412		**Credit Unit:** 3	
			Credit Hour: 3		**Theoretical:** 3 Hours	
Year: II **Semester:** 1			**Pre-requisite:**		**Practical:** 0 hour	
Goal: This course is designed to enable students understand the different forms and techniques of local government administration and their application in different phases.						
General Objective: 1.0 Trace the history of local government in Nigeria.						
Theoretical Content				**Practical Content**		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Evaluation
1-2	1.1 Explain the need to establish a local unit of administration. 1.2 Explain direct colonial administration and its failure. 1.3 Explain the introduction of indirect rule administration. 1.4 Describe native authority in the colonial era. 1.5 Describe the local government system after the 1976 reforms.	Describe the concept of local administration, its historical background, importance and structure of the council. State various reforms on local government before and after 1976	White Board -Marker -Projector Accessories -Relevant Textbooks /Journals -Internet Facilities			Explain the concept of local government administration and factors that characterized Local government administration development in Nigeria Examine major reforms in Local

303

						Government administration after 1976

General Objective: 2.0 Appreciate local government in the different phrases of political development in Nigeria.

3-4	2.1 Describe local government in the colonial era. 2.2 Explain local government after independence. 2.3 Explain local government after the 1976 reforms. 2.4 Explain local government and representative government.	State the various features of Local Government administration during the colonial independence and 1976 Local Government reforms Discuss the concept of Local Government and representative governance	White Board -Marker -Projector Accessories -Relevant Textbooks /Journals -Internet Facilities			Compare and contrast Local Government administration during the colonial independence and 1976 Local Government reforms. Describe Local Government and representative governance.

General Objective: 3.0: Appreciate Inter-regional differences in local government administration in Nigeria**.**

5-6	3.1 Describe local government	State the distinguishing	White Board -Marker			Explain the distinguishing

	administration in the North. 3.2 Describe local government administration in the East. 3.3 Describe local government administration in the West. 3.4 Describe municipal governments. 3.5 Describe the present unified system of local government administration.	features of local government administration in the North, East and Western parts of Nigeria Explain municipal government as different from local government Describe the features of the unified local government administration.	-Projector Accessories -Relevant Textbooks /Journals -Internet Facilities		features of local government administration in the North, East and Western parts of Nigeria Compare municipal government as different from local government Explain the Unified local government administration in Nigeria today.

General Objective: 4.0 Understand the various models of local government administration.					
7-8	4.1 Describe the Anglo-Saxon model.	State the various models applicable to local government administration.	White Board -Marker -Projector Accessories -Relevant Textbooks /Journals -Internet Facilities			Explain the various models applicable to local government administration
	4.2 Explain the French model.					
	4.3 Explain the Marxist model.					
	4.4 Explain the Traditional model.	Discuss the various features that differentiate the various models from one another.				
	4.5 Compare and contrast the four models in 4.1 – 4.4 above.					Compare the differences among the models
	4.6 Explain the various schools of thought in the area of local government, e.g.: ▪ Democratic participating School. ▪ Efficiency Services School. • Developmental School.	State the various schools of thought related to local government administration.				Describe the various schools of thought related to local government administration known to you.

General Objective: 5.0: Appreciate local government reforms in Nigeria.					
9-10	5.1 Identify the features of the local governments before the 1976 reforms. 5.2 Identify the factors for the 1976 reforms. 5.3 State the features of local governments after the 1976 reforms. 5.4 State the unstable pattern of administration even after the 1976 reforms. 5.5 State how to evolve a stable and realistic local government administration in Nigeria.	State the features of the local governments before the 1976 reforms List out factors that led to the1976 reforms and further instability in local government administration in Nigeria Explain ways for entrenching a stable local government administration in Nigeria.	White Board -Marker -Projector Accessories -Relevant Textbooks /Journals -Internet Facilities			Explain the features of the local governments before the 1976 Reforms. Explain factors that led to the1976 reforms and further instability in local government administration and List out remedies to having stable local government administration in Nigeria.

Programme: Higher National Diploma in Public Administration		
Course: Statistics for Administration	Code: PAD 413	Credit Unit: 3
	Credit Hour: 3	Theoretical: 3 Hours
Year: II Semester: 1	Pre-requisite:	Practical: 0 Hour
Goal: This course is designed to acquaint students with the knowledge and skills of collecting and analyzing data.		
General Objectives: On the completion of the course, students should be able to: 1.0 Know the meaning of statistics. 2.0 Understand how to collect and classify data; 3.0 Appreciate how to present data using diagrams and graphs; 4.0 Appreciate how to calculate and use various Measures of Central Tendency; 5.0 Know the different Measures of Dispersion; 6.0 Know the concept and uses of Probability Distribution; 7.0 Appreciate the concept of Statistical Estimation and Hypothesis; 8.0 Appreciate the concepts of Correlation and Regression as measures of association		

Programme: Higher National Diploma in Public Administration						
Course: Statistics for Administration			**Code: PAD 413**		**Credit Unit:** 3	
			Credit Hour: 3		**Theoretical:** 3 Hours	
Year: II **Semester:** 1			**Pre-requisite:**		**Practical:** 0 Hour	
Goal: This course is designed to acquaint students with the knowledge and skills of collecting and analyzing data.						
General Objective: 1.0 Know the meaning of statistics.						
Theoretical Content				**Practical Content**		
Week	**Specific Learning Outcomes**	**Teacher's Activities**	**Resources**	**Specific Learning Outcomes**	**Teacher's Activities**	**Evaluation**
1	1.1 Define statistics and statistic 1.2 Outline the scope of statistics. 1.3 List the advantages and limitations of statistics. 1.4 State areas of application of statistics.	Explain the meaning of Statistics. State the scope, advantages, limitations and areas of application of Statistics.	White Board/Marker, Projects and accessories, and relevant text Books, Journals and internet facilities.			Outline the scope, advantages, limitations and areas of application of Statistics.
General Objective: 2.0: Understand how to collect and classify data.						
2	2.1 Explain the different methods of data collection. 2.2 Distinguish between primary	Discuss the various methods of Data Collection	White Board/Marker, Projects and accessories, and relevant text			Explain the various methods of Data Collection

	and secondary data. 2.3 Classify data (a) by source and (b) by grouping. 2.4 Collect statistical data using methods learnt in 2.1 above.	Differentiate between Primary and Secondary Data. Select data by source and grouping. Arrange Statistical Data using different statistical methods.	Books, Journals and internet facilities.			Differentiate between Primary and Secondary Data. Explain Statistical Data using different statistical methods.
General Objective: 3.0 Appreciate how to present data using diagrams and graphs.					
3-4	3.1 Construct standard tables, using data collection in 2.4 above. 3.2 Explain the different parts of the tables in 3.1 above. 3.3 Present data in tabular form. 3.4 Present data in	Explain ways of Preparing standard tables using data collected. Describe the different parts of the tables and present the data in it in tabular and	White Board/Marker, Projects and accessories, and relevant text Books, Journals and internet facilities.			Explain the different parts of the tables and present the data in it in tabular and diagrammatic forms. Prepare pie and bar charts in

	diagrammatic form. 3.5 Construct pie charts, bar charts, pictograms and cartograms. 3.6 Present data in graphical form e.g. • Histograms • Frequency polygons, • Cumulative frequency curves. 3.7 Interpret graphs of data.	diagrammatic forms. Produce pie and bar charts in pictograms and cartograms and show the data in graphical form of histograms, frequency, polygons and cumulative frequency curves. Analyze the graphs of data.			pictograms and cartograms and show the data in graphical form of histograms, frequency, polygons and cumulative frequency curves. Explain the graphs of data.
General Objective: 4.0 Appreciate how to calculate and use various Measures of Central Tendency.					
5-6	4.1 Explain mean, median and mode as averages. 4.2 Explain how to calculate mean, median, mode, geometric mean and harmonic mean for	Describe mean, medium and mode as average. Compute mean, medium and mode geometrical and	White Board/Marker, Projects and accessories, and relevant text Books, Journals and internet facilities.			Explain mean, medium and mode as average. Calculate mean, medium and mode

	grouped and un-grouped data. 4.3 Explain how to calculate geometric mean and harmonic mean. 4.4 Compare mean, mode, median, geometric mean and harmonic mean as measures of central tendency.	harmonic mean for grouped data. Determine geometric and harmonic mean. Examine mean, mode medium, geometric mean and harmonic mean as a measure of central tendency.				geometrical and harmonic mean for grouped data. Determine geometric and harmonic mean. Describe mean, mode medium, geometric mean and harmonic mean as a measure of central tendency.
General Objective: 5.0 Know the different Measures of Dispersion.						
7-8	5.1 Define the various measures of dispersion, e.g. range, standard deviation, mean,	Explain the various measures of dispersion.	White Board/Marker, Projects and accessories, and relevant text			Analyze various measures of dispersion.

	absolute deviation, quartiles, and co-efficient of variation. 5.2 Explain how to calculate measures of dispersion defined in 5.1 above for sets of grouped and un-grouped data. 5.3 Define skewers and kurtosis. 5.4 Explain how to calculate the co-efficient of skewers. 5.5 Explain how to make use of measures of dispersion to interpret a given set of data. 5.6 Explain how to make comparison of measures of dispersion.	Determine measures of dispersion for set grouped and ungrouped data. Explain what is Skewers and Kurtosis. Determine the co-efficient of skewers and use of dispersion to interpret a given set of data.	Books, Journals and internet facilities.		Compute measures of dispersion for set grouped and ungrouped data. Describe what is Skewers and Kurtosis. Calculate the co-efficient of skewers and use of dispersion to interpret a given set of Data for Comparism.

General Objective: 6.0 Know the concept and uses of Probability Distribution.					
9-10	6.1 Define probability. 6.2 Relate the concept of probability to everyday life. 6.3 Define axioms of probability. 6.4 Explain the addition and multi-plication laws of probability. 6.5 Explain the concepts of conditional probability and independence. 6.6 Explain the concept of probability distribution. 6.7 Define binomial events and binomial probabilities. 6.8 Explain how to calculate binomial probabilities.	Explain what is probability Use the concept of probability to everyday life. Explain what is anxious of probability. Analyze the additional and multiple implication law of probability. Describe the concept of conditional probability and independence and probability distribution.	White Board/Marker, Projects and accessories, and relevant text Books, Journals and internet facilities. White Board/Marker, Projects and accessories, and relevant text Books, Journals and internet facilities.		Describe what probability is. Utilize the concept of probability to everyday life. Discuss what is anxious of probability. Examine the additional and multiple implication law of probability. Explain the concept of conditional probability and independence

	6.9 Explain the concept of binomial distribution.	Explain what a binomial probability is.				and probability distribution.
	6.10 Explain Poisson probability and Poisson distribution.	Compute binomial probability distribution, Poisson probability and distribution.				Describe what a binomial probability is.
	6.11 Define normal distribution.					Calculate binomial probability distribution, Poisson probability and distribution.
	6.12 Explain how to calculate normal probabilities and normal deviations.	Explain what normal distribution is.				
	6.13 Explain the inter-relationship of binomial, Poisson and normal distributions.	Compute normal probabilities and normal derivations.				Describe what a normal distribution is.
	6.14 Explain how to make use of t and f distributions.	Discuss inter-relationship of binomial, Poisson and normal distributions.				Calculate normal probabilities and normal derivations.

| | | Utilize t and f distribution. | | | | Explain inter-relationship of binomial, Poisson and normal distributions.

Use t and f distribution. |
|---|---|---|---|---|---|---|
| **General Objective:** 7.0 Appreciate the concept of Statistical Estimation and Hypothesis | | | | | | |
| **11-12** | 7.1 Define estimation, estimator and estimate.

7.2 Explain the qualities of good estimator.

7.3 Explain how to estimate population parameters from samples.

7.4 Describe sample frame and how to determine sample | Explain what are estimation, estimator, estimate and good qualities of estimator.

Calculate population parameter from sample

Describe sample frame and how to | White Board/Marker, Projects and accessories, and relevant text Books, Journals and internet facilities. | | | Describe what are estimation, estimator, estimate and good qualities of estimator.

Compute population parameter from sample. |

	size. 7.5 Explain the concepts of point and interval estimation. 7.6 Compare sample estimate with population values. 7.7 Define statistical hypotheses. 7.8 Define simple and composite hypotheses. 7.9 Define null and alternative hypotheses. 7.10 Explain the concepts of type I and type II errors. 7.11 Define tests of statistical hypotheses. 7.12 Explain significance level	determine sample size. Examine the concepts of point and internal estimation. Distinguish sample estimate from population values. Explain statistical, simple and composites, Alternative and test of statistical hypothesis. Examine the concept of type I and type II errors.				Explain sample frame and how to determine sample size. Explain the concepts of point and internal estimation. Differentiate sample estimate from population values. Describe statistical, simple and composites, Alternative and test of

	and critical region. 7.13 Explain how to carry out efficient tests of statistical hypotheses. 7.14 Explain how to carry out a pilot study.	Describe the significance level of critical region. Perform efficient test of statistical hypothesis and pilot study.			statistical hypothesis. Describe the concept of type I and type II errors. Examine the significance level of critical region. Administer efficient test of statistical hypothesis and pilot study.
General Objective: 8.0 Appreciate the concepts of Correlation and Regression as measures of association.					
13-14	8.1 Explain how to calculate correlation co-efficient using Pearson and Spearman's rank	Compute correlation co-efficient using Pearson and spearman's rank methods.	White Board/Marker, Projects and accessories, and relevant text		Measure correlation co-efficient using Pearson and

			Books, Journals and internet facilities.			spearman's rank methods
	methods.					
	8.2 Explain correlation as a measure of association.	Describe correlation as a measure of association.				Explain correlation as a measure of association.
	8.3 Explain the concept of regression.	Examine the concept of regression.				Describe the concept of regression.
	8.4 Distinguish between linear and non-linear regression.	Differentiate between linear and non-linear regression.				Compare linear and non-linear regression.
	8.5 Explain how to calculate linear regression co-efficient and equations.	Compute linear regression co-efficient and equations.				Calculate linear regression co-efficient and equations.
	8.6 Explain how to make predictions from regression equations.					
	8.7 Compare regression with correlation.	Show prediction from regression equations.				Attempt prediction from

		Distinguish regression from correlation.				regression equations. Differentiate regression from correlation.

Programme: Higher National Diploma in Public Administration		
Course: Industrial Relations	**Code:** PAD 414	**Credit Unit:** 3
	Credit Hour: 3	**Theoretical:** 3 Hours
Year: II **Semester:** 1	**Pre-requisite:**	**Practical:** 0 Hour
Goal: This course is designed to give students an understanding of the dynamics of Industrial Relations, Organizational processes and Legal requirement of Industrial Relations.		
General Objectives: On the completion of the course, students should be able to: 1.0 Appreciate Industrial Relation. 2.0 Trace the historical development and structure of Trade unions and Employers' Association. 3.0 Identify the nature and resolution of industrial conflicts in Nigeria. 4.0 Know the techniques of collective bargaining. 5.0 Recognize the development of various forms of job regulation. 6.0 Appreciate wage determination. 7.0 Appreciate productivity bargaining. 8.0 Appreciate trade union democracy. 9.0Appreciate the nature of State intervention in Industrial Relations.		

Programme: Higher National Diploma in Public Administration						
Course: Industrial Relations			**Code:** PAD 414		**Credit Unit:** 3	
			Credit Hour: 3		**Theoretical:** 3 Hours	
Year: II **Semester:** 1			**Pre-requisite:**		**Practical:** 0 Hour	
Goal: This course is designed to give students an understanding of the dynamics of Industrial Relations, Organizational processes and Legal requirement of Industrial Relations.						
General Objective: 1.0 Appreciate Industrial Relations.						
Theoretical Content				**Practical Content**		
Week	**Specific Learning Outcomes**	**Teacher's Activities**	**Resources**	**Specific Learning Outcomes**	**Teacher's Activities**	**Evaluation**
1-2	1.1 Define the term Industrial Relations. 1.2 Define the scope of Industrial Relations as an academic discipline. 1.3 State theoretical framework of Industrial Relations. 1.4 Distinguish Industrial Relation, Labour-Management Relations, and Personnel Management.	Discuss the term Industrial Relations and its scope as an Academic discipline. Explain theoretical frameworks of Industrial Relations. Explain among Industrial Relation, Labour-Management Relations and	White Board -Marker -Projector Accessories -Relevant Textbooks /Journals -Internet Facilities			Describe the term Industrial Relations. Define the scope of Industrial Relations as an academic discipline. Explain theoretical frameworks of Industrial Relations.

	1.5 Explain Budget performance.	Personnel Management.				Identify among Industrial Relation, Labour-Management Relations and Personnel Management.
General Objective: 2.0 Trace the historical development and structure of Trade Unions and Employers' Associations.						
3-4	2.1 Explain the theories of Trade Unions. 2.2 State the history, purpose, structure and type of Industrial Unions. 2.3 State the procedure for registration and recognition of Trade Unions in Nigeria. 2.4 Describe the growth and Role of the Nigerian	Discuss the theories of Trade Unions, the history, purpose, structure and types of industrial unions. Examine the procedure for Registration and Recognition of Trade Unions in Nigeria. State the growth and Role of the Nigerian Labour Congress	White Board -Marker -Projector Accessories -Relevant Textbooks /Journals -Internet Facilities			Explain the theories of Trade Unions, the history, purpose, structure and types of industrial unions. Identify procedures for registration and recognition of Trade Unions in Nigeria.

	Labour Congress (LNC) in labour relations. 2.5 State the role of NLC's full-time Officials at the National, State and Local levels. 2.6 Explain the Constitution of the NLC 2.7 Describe Employers' Associations, their development objectives and structure. 2.8 Describe the formation, organization and activities of the Nigerian Employers' Consultative	(LNC) in labour relations. Explain the role of NLC's full-time Officials at the National, State and Local levels. identify the Constitution of the NLC Explain Employers' Associations, their development objectives and structure. Identify the formation, organization and activities of the Nigerian Employers'			Describe the growth and Role of the Nigerian Labour Congress (LNC) in labour relations. 2.4 State the role of NLC's full-time Officials at the National, State and Local levels. Analyze the Constitution of the NLC Describe Employers' Associations, their development

	Association (NECA)	Consultative Association (NECA)				Objectives and Structure.
						Describe the formation, organization and activities of the Nigerian Employers' Consultative Association (NECA)

General Objective: 3.0 Identify the nature and resolution of Industrial Conflicts in Nigeria.

| 5-6 | 3.1 Identify the nature and causes of Industrial conflicts in Nigeria. 3.2 Distinguish among strikes, Sit-ins, Go-slow, work to rule, etc. 3.3 Explain how to carry out the analysis of major | Discuss the nature and causes of Industrial conflicts in Nigeria. State among strikes, Sit-ins, Go-slow, work to rule, etc. Discuss the analysis of major | White Board -Marker -Projector Accessories -Relevant Textbooks /Journals -Internet Facilities | | | State the nature and causes of Industrial conflicts in Nigeria. Explain among strikes, Sit-ins, Go-slow, work to rule, etc. |

	contemporary disputed in Nigeria. 3.4 Define conciliation and arbitration. 3.5 Identify the nature and scope of the Nigeria Industrial Court. 3.6 Describe the organs for the resolution of the Trade disputes in Nigeria in accordance with the Trade Dispute Act of 1996.	contemporary disputed in Nigeria. State conciliation and arbitration. Discuss the nature and scope of the Nigeria Industrial Court.				Explain the analysis of major contemporary disputed in Nigeria. Describe conciliation and arbitration. Explain the nature and scope of the Nigeria Industrial Court.
General Objective: 4.0 Know the techniques of Collective Bargaining.					
7-8	4.1 Define collective bargaining. 4.2 Identify types of bargaining i.e. Intra and Inter-organization. 4.3 Distinguish among union officials,	Discuss collective bargaining. Discuss types of bargaining i.e. Intra and Inter-organization State union officials,	White Board -Marker -Projector Accessories -Relevant Textbooks /Journals			Explain collective bargaining. Identify types of bargaining i.e. Intra and Inter-organization.

	Stewards, Members and Management Bargainers. 4.4 Delineate the scope of collective bargaining. 4.5 Identify the processes of collective bargaining. 4.6 Identify the stages of compromise, adjournment, reporting back, and developing a presentable package in bargaining. 4.7 Explain power, flexibility and market influence in bargaining. 4.8 Explain the roles of Joint Industrial Council (JIC) and	Stewards, Members and Management Bargainers. State the scope of collective bargaining. Discuss the processes of collective bargaining. Discuss the stages7 Explain power, flexibility and market influence in bargaining. Describe the roles of Joint Industrial Council (JIC) and the Government.	-Internet Facilities		Explain among union officials, Stewards, Members and Management Bargainers. Describe the scope of collective bargaining. Explain the processes of collective bargaining. Explain the stages 7 Explain power, flexibility and market influence in bargaining.

	the Government.				
					Explain the roles of Joint Industrial Council (JIC) and the Government
General Objective: 5.0 Appreciate the development of various forms of job regulation.					
9-10	5.1 Explain the nature, purpose, growth, organization, subjects, methods and machinery of Joint Consultation. 5.2 Distinguish between Joint Consultation and collective bargaining.	Discuss the nature, purpose, growth, organization, subjects, methods and machinery of Joint Consultation State between Joint Consultation and collective bargaining.	White Board -Marker -Projector Accessories -Relevant Textbooks /Journals -Internet Facilities		Describe the nature, purpose, growth, organization, subjects, methods and machinery of Joint Consultation. Explain between Joint Consultation and collective bargaining.

General Objective: 6.0 Appreciate wage determination.						
11-12	6.1 Identify types of wages payment systems. 6.2 State methods of determining wages, i.e. by direct negotiation, by collective negotiation, by statutory procedures, wages, councils and minimum wage legislation. 6.3 Examine methods of wage determination.	Discuss wages payment, types of wages payment system, methods or determining wages.	White Board -Marker -Projector Accessories -Relevant Textbooks /Journals -Internet Facilities			Explain wages payment, types of wages payment system, methods or determining wages.
General Objective: 7.0 Appreciate productivity bargaining.						
13	7.1 Define productivity bargaining. 7.2 Identify the nature and scope of productivity	Discuss productivity bargaining. State the nature and	White Board -Marker -Projector Accessories			Explain productivity bargaining.

	bargaining. 7.3 Identify the characteristics of productivity bargaining.	scope of productivity bargaining. Discuss the characteristics of productivity bargaining	-Relevant Textbooks /Journals -Internet Facilities			Describe the nature and scope of productivity bargaining. State the characteristics of productivity bargaining.
General Objective: 8.0 Appreciate Trade Union Democracy.						
14	8.1 Explain trade union democracy and efficiency. 8.2 Explain the role of trade unions in an industrial set up.	Discuss trade union democracy and efficiency. State the role of trade unions in an industrial set up.	White Board -Marker -Projector Accessories -Relevant Textbooks /Journals -Internet Facilities			Describe trade union democracy and efficiency. Explain the role of trade unions in an industrial set up.
General Objective: 9.0 Appreciate the nature of State intervention in Industrial Relations.						
15-16	9.1 State the role of state in Industrial Relations.	Discuss the role of state in Industrial Relations.	White Board -Marker			Explain the role of state in Industrial

	9.2 Examine the trend of Government Labour Policy. 9.3 Identify the machineries for state intervention in Labour Matters. 9.4 Explain the Industrial Relations Laws existing in Nigeria.	Analyze the trend of Government Labour Policy. State the machineries for state intervention in Labour Matters. Discuss Industrial Relations Laws existing in Nigeria.	-Projector Accessories -Relevant Textbooks /Journals -Internet Facilities		Relations. Discuss the trend of Government Labour Policy. Explain the machineries for state intervention in Labour Matters. State Industrial Relations Laws existing in Nigeria.

Programme: National Diploma in Public Administration		
Course: e-Governance	Code: PAD 415	Credit Unit: 2
	Credit Hour: 2	Theoretical: 2 Hours
Year: II Semester: 1	Pre-requisite:	Practical: 0 Hour
Goal: This course is designed to enable students have knowledge and skills of Information Technology used in governmental agencies for efficient service delivery.		
General Objectives: On the completion of the course, students should be able to: 1.0 Know the concept of e-governance technology; 2.0 Understand the type of e-governance services and models; 3.0 Appreciate the potential benefits of E-Governance to key stakeholders; 4.0 Know the technologies for the delivery of e-governance services; 5.0 Understand the relevance of e- governance mechanisms in fighting corruption in Nigeria public service 6.0 Understand the application of e-governance techniques in developing Public Policies;		

Programme: National Diploma in Public Administration			
Course: e-Governance		Code: PAD 415	Credit Unit: 2
		Credit Hour: 2	Theoretical: 2 Hours
Year: II Semester: 1		Pre-requisite:	Practical: 0 Hour
Goal: This course is designed to enable students have knowledge and skills of Information Technology used in governmental agencies for efficient service delivery.			
General Objective:1.0 Know the concept of e-governance technology.			

	Theoretical Content			Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Evaluation
1	1.1 Explain the concept of e-governance. 1.2 Distinguish between e-Government and e-Governance. 1.3 Explain the Principles of e-governance and objectives.	Explain the of e-governance and principles and its objectives	Information materials, Samples of Projects, Reference Materials, journal and periodicals.			Differentiate between e-government and e-governance.
General Objective: 2.0 Understand the types of e-governance services and models						
2-3	2.1 Explain the different stages of evolution of e-Governance services (models of e-governance service delivery)	Discuss the evolution of e-governance services and explain its challenges	Information materials, Samples of Projects, Reference Materials, journal and periodicals.			Critically discuss the development of e-governance models and its relevant in enhancing service delivery.

	2.2 Describe the current development models of e-governance services 2.3 Compare and contrast among the models of e-governance services. 2.4 Describe the challenges that limit delivery of e-governance services in Nigeria. 2.7 Explain the various technologies and mechanism of developing online governance services.				
General Objective: 3.0 Appreciate the potential benefits of E-Governance to key stakeholders					
4-5	3.1 State the benefits of adopting e-governance for all key stockholders. 3.2 Identify the benefits of e-governance services to Citizens, businesses	Explain the types of e-governance services: • Government to Citizens (G2C) • Government to	Information materials, Samples of Projects, Reference Materials, journal and periodicals.		Analysis the relevance of e-governance services to the development of Nigeria economy.

	and government agencies. 3.3 Explain the types of e-governance services: • Government to Citizens (G2C) • Government to Employees (G2E) • Government to Business (G2B) • Government to Government (G2G) 3.4 Explain the benefits of implementing e-government services. 3.6.Identify the determinants for successful e-governance in Nigeria. (e.g Leadership, Manpower planning, Network availability,	Employees (G2E) • Government to Business (G2B) • Government to Government (G2G) Explain benefits of e-governance services to Citizens, businesses and government agencies.				

	Business climate, enabling laws, People, Resources, Technology, Process)				

General Objective: 4.0 Know the technologies for the delivery of e-governance services

6-7	4.1 State the technologies and mechanisms that enable governments to deliver online services. 4.2 Describe the implementation and management of effective e-governance projects by addressing some successful projects. 4.3 Suggest ways e-governance can be effective and efficient using case studies of specific projects in Nigeria. 4.4 Explain the challenges hindering the implementation of	Discuss how e-governance technologies can be effectively deployed to provide efficient service delivery. Elaborate on the challenges hindering the implementation of efficient e-governance services (e.g. inadequacy of Information and Communication Technology (ICT) infrastructure, privacy, Security,	Information materials, Multimedia. Information materials, Samples of Projects, Reference Materials, journal and periodicals		Apply the use of G-Meeting tools e.g Google Meet, Zoom, etc. Apply instant messaging apps for group tasks e.g WhatsApp, Telegram, Facebook Messenger etc.	Outline possible solutions to address the challenges of e-governance service delivery in Nigeria.

	efficient e-governance services (e.g. inadequacy of Information and Communication Technology (ICT) infrastructure, privacy, Security, policy regulation issues, Illiteracy and cultural barrier, etc) • Outline mechanisms that government may use to avoid possible challenges that may hinder the progress of online services such as Hyper – Surveillance High cost, Inaccessibility,	policy regulation issues, Illiteracy and cultural barrier, etc)				

	Misleading and false sense of Transparency and Digital divide.					
General Objective: 5.0: Understand the relevance of e- governance mechanisms in fighting corruption in Nigeria public service						
8-9	5.1 Explain e-governance as a tool in fighting corruption in Nigeria(Tracking devices, surveillances, cameras, software application, NIN, BVN etc.) 5.2 Analysis the impact of e-governance in enhancing transparency and accountability in the Nigeria public service. 5.3 Examine the roles of e-governance institutions in fighting and providing tools to combat corruption in Nigeria (e.g National Information Technology Development Agency (NITDA), Nigeria	Discuss various tools in fighting corruption and enhancing transparency and accountability in the Nigeria public service Explain the roles of e-governance institutions in fighting and providing tools to combat corruption in Nigeria (e.g National Information Technology Development Agency, etc.	Information materials, Samples of Projects, Reference Materials, journal and periodicals.				Enumerate the advantages of using e-governance mechanisms in the fight against corruption in Nigeria. eg. NIN. BVN etc.

	Communication Commission (NCC), Economic and Financial Crimes Commission (EFCC), Independence Corrupt Practices Commission (ICPC) and National Space Research and Development Agency (NASRDA), 5.4 Assess the impact of e-governance mechanisms in fighting corruption in Nigeria.				
General Objective: 6.0 Understand the application of e-governance techniques in developing Public Policies.					
10-11	8.1 Examine the process of policy making using E-governance techniques. 8.2 Explain how e-governance can enhance the Participation in public policy making.	Discuss the relevance of e-governance techniques in developing public policies and e-governance can enhance the Participation in	Textbooks, Multimedia.			Explain the use of e-governance in promoting e-democracy

	8.3 Describe major policies issues involving e-governance - Democracy, Social equity, Digital Divide, privacy and security issues. E.g Electronic Questionnaire on Facebook, Google, etc.	public policy making.				

HND 11 – 1ˢᵗ SEMESTER

Programme: Higher National Diploma in Public Administration		
Course: Public Policy Making Analysis	Code: PAD 416	Credit Unit: 3
	Credit Hour: 3	Theoretical: 3 Hours
Year: II Semester: 1	Pre-requisite	Practical: 0 hour
Goal: This course is designed to provide students with the necessary techniques for public policy making and analysis.		
General Objectives: On the completion of the course, students should be able to: 1.0 Appreciate the concept of public policy. 2.0 Appreciate the models of policymaking and theories of policy analysis. 3.0 Appreciate how to formulate public policies. 4.0 Determine the appropriate choice and strategy for implementation of government policies. 5.0 Appreciate the process of implementation of public policies. 6.0 Appreciate the challenges of public policy implementation in Nigeria.		

Programme: Higher National Diploma in Public Administration						
Course: Public Policy Making Analysis			**Code:** PAD 416		**Credit Unit:** 3	
			Credit Hour: 3		**Theoretical:** 3 Hours	
Year: II Semester: 1			**Pre-requisite**		**Practical:** 0 hour	
Goal: This course is designed to provide students with the necessary techniques for public policy making and analysis.						
General Objective: 1.0 Appreciate the concept of public policy.						
Theoretical Content				**Practical Content**		
Week	**Specific Learning Outcomes**	**Teacher's Activities**	**Resources**	**Specific Learning Outcomes**	**Teacher's Activities**	**Evaluation**
1	1.1 Define public policy. 1.2 Identify different types of public policy. 1.3 Distinguish between public and private policies. 1.4 Explain public and economic development.	Discuss the concept and types of public policy and distinguish public policy from private policy.	White Board/Maker, Projector and Accessories, Relevant text Books and Journals and Internet Facilities.			Explain the Following concepts; • Public Policy • Private Policy • Public and • Economic Development
General Objective: 2.0 Appreciate the models of policy making and theories of policy analysis.						
2-3	2.1 Explain the Rational Comprehensive Model. 2.2 Explain the Incremental Model. 2.3 Explain the Mixed-Scanning Model.	Discuss the various Models of Policy Making and Theories of Policy Analysis	White Board/Maker, Projector and Accessories, Relevant text Books and Journals and			Describe the various Models of policy-making and Theories of Policy Analysis.

	2.4 Explain the Games Model.		Internet Facilities.			
	2.5 Describe Sacrificing Model.					
	2.6 Explain Appreciating Model.					
	2.7 Identify the Class theory.					
	2.8 Explain the Group theory.					
	2.9 Explain the Elite theory.					
	2.10 Explain the Systems theory.					
	2.11 Explain the Institutional theory.					
General Objective: 3.0 Appreciate how to formulate public policies.						
4-5	3.1 Describe aggregation and articulation of community interest in decision-making at government level.	Explain the term aggregation and articulation of community interest in decision-making at government level as well as the	White Board/Maker, Projector and Accessories, Relevant text Books and Journals and			What do you understand by aggregation and articulator of community interest in decision-
	3.2 Identify the right choice in the face of					

	limited resources. 3.3 Identify the right choice amongst competing programmes. 3.4 Analyze the process of approval of policies.	process of approval of policies. Select the right choice in the face of limited resources and amongst competing programmes.	Internet Facilities.			making and the process of approval of policies. Determine the right choice in the face of limited resources and amongst competing programmes.
General Objective: 4.0 Determine the appropriate choice and strategy for the implementation of government policies.						
6-7	4.1 Identify the strategies for policy implementation. 4.2 State advantages or otherwise of contracting jobs. 4.3 State whether management should adopt management by objective (M.B.O.) in the execution process.	Map out the strategies for policy implementation, Advantages of contracting jobs, M.B.O. and Corporation Management Policy Realization.	White Board/Maker, Projector and Accessories, relevant text Books and Journals and Internet Facilities.			Explain the strategies for policy implementation, advantages of contracting job, M.B.O. and Corporation Management Policy Realization.

	4.4 Explain corporate management as a technique of policy realization.					
General Objective: 5.0 Appreciate the process of implementation of public policies.						
8-9	5.1 Describe manpower planning and staff needs. 5.2 Explain how to make the choice of technique in policy implementation (i.e. whether it should be labour-intensive or capital-intensive). 5.3 State the leadership qualities demanded for the programme in 5.2 above	Discuss Manpower planning and staff needs, choice of techniques in policy implementation and the appropriate Leadership qualities.	White Board/Maker, Projector and Accessories, relevant text Books and Journals and Internet Facilities.			Explain Manpower planning and staff needs, choice of techniques in policy implementation and the appropriate Leadership qualities.
General Objective: 6.0 Appreciate the challenges of public policy implementation in Nigeria.						
10-11	6.1 Explain the environment constraints to policy implementation.	List some environment constraints to policy	White Board/Maker, Projector and Accessories,			Identify some constraints to public policy implementation

	6.2 Explain administrative incapacities. 6.3 Explain policy inconsistencies as a challenge. 6.4 Discuss public reactions to public policy. 6.5 Explain elitism in policy making as a challenge	implementation e.g ethnicity, culture and religion. Identify some administrative incapacities in Nigeria. Mention some public reactions to public policies in Nigeria.	relevant text Books and Journals.		that you are aware of. Identify some reactions by Nigerians to public policies.

Programme: Higher National Diploma in Public Administration		
Course: Public Sector Accounting	**Code:** ACC 416	**Credit Unit:** 3
	Credit Hour: 3	**Theoretical:** 3 Hours
Year: II **Semester:** 1	**Pre-requisite:**	**Practical:** 0 Hour
Goal: The course is designed to enable students acquire knowledge of fund accounting principles; special accounting concepts applicable in public sector financial management**.**		
General Objectives: On the completion of the course, students should be able to: 1.0 Know the legal basis of government accounting. 2.0 Understand the power and duties of the Commissioner/Minister of Finance. 3.0 Understand the duties of the Accountant General and Auditor General. 4.0 Understand the concept of Federation Account. 5.0 Understand Fund Accounting. 6.0 Know the various Nigerian Government Funds.		

Programme: Higher National Diploma in Public Administration						
Course: Public Sector Accounting			**Code:** ACC 416		**Credit Unit:** 3	
			Credit Hour: 3		**Theoretical:** 3 Hours	
Year: II **Semester:** 1			**Pre-requisite:**		**Practical:** 0 Hour	
Goal: The course is designed to enable students acquire knowledge of fund accounting principles; special accounting concepts applicable in public sector financial management.						
General Objective: 1.0 Know the Legal Basis of Government Accounting						
Theoretical Content			**Practical Content**			
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Evaluation
1-2	1.1 Define the public sector accounting. 1.2 Explain the scope of public sector accounting. 1.3 Explain the basis for government accounting. 1.4 Compare and contrast public and private sector systems of accounting. 1.5 State the constitutional provisions for	Discuss public sector accounting, its scope and the basis for Government accounting. Discuss private sector accounting as compare to public sector accounting. Explain constitutional provisions for accounting and auditing.	White Board/Marke r, Projector and accessories, and relevant text Books, Journals, approved relevant rules and regulations and internet facilities			Explain public sector accounting, its scope and usefulness of Government accounting. Compare and contrast public sector accounting and private sector accounting.

	accounting and auditing.					State the constitutional provisions for accounting and auditing.

General Objective: 2.0 Understand the powers and duties of the Commissioner/Minister of Finance.

| 3-4 | 2.1 Outline the powers and duties of the Commissioner/Minister of Finance.

 2.2 Explain the term "Financial Warrant"

 2.3 Explain the nature of financial control of the Ministry of Finance over other ministries. | Discuss the powers and duties of Commissioner/Minister of Finance.

 Discuss the term 'Financial Warrant' and state the nature of financial court of the Ministry of Finance over other Ministries. | White Board/Marker, Projects and accessories, and relevant text Books, Journals, approved relevant rules and regulations and internet facilities | | | State the powers and duties of Commissioner/Minister of Finance Explain the term 'Financial Warrant' and state the nature of financial court of the Ministry of Finance over other Ministries. |

General Objective: 3.0 Understand the duties of the Accountant General and Auditor General.

| 5-6 | 3.1 Explain in details the powers and duties of the Accountant General.

 3.2 Explain the Treasurer | Discuss the powers and duties of the Accountant | White Board/Marker, Projects and accessories, and relevant text Books, Journals, approved | | | State the powers and duties of the Accountant General and Auditor General. |

	System. 3.3 State in details the powers and duties of the Auditor General 3.4 Identify the working relationship between the Accountant General and Auditor General.	General and Auditor General. State the working relationship between the two. Discuss the Treasurer System in Nigeria public sector.	relevant rules and regulations and internet facilities			Discuss the working relationship between Accountant General and Auditor General. Explain the Treasurer system in public sector.
General Objective: 4.0 Understand the concept of Federation Account.						
7-8	4.1 Explain what Federation Account is. 4.2 Distinguish between Federation Account and Revenue Allocation Loans. 4.3 Explain the Financial relations of the Federal Government with States and Local	Discuss the concept of Federation Account. State the differences between Federal Account and Revenue Allocation Loans. Discuss Financial Relations of Federal Government with State and Local Government	White Board/Marker, Projects and accessories, and relevant text Books, Journals, approved relevant rules and			Explain what Federation Account is.

	Governments.		regulations and internet facilities			

General Objective: 5.0 Understand Fund Accounting.

9	5.1 Explain the principle of Fund Accounting. 5.2 Apply Fund accounting to non-profit organizations.	Discuss the principle of Fund accounting and as it releases to NGOs.				State the principle of fund accounting and its application to NGOs.

General Objective: 6.0 Know the various Nigerian Government Funds.

10-11	6.1 Explain the following funds. Consolidated revenue fund, Development fund, Contingency fund, Special and Fiduciary funds, Trust funds, Treasury Fund. 6.2 Outline the legal basis (constitutional provisions) of the different funds in 6.1 above. 6.3 State the sources and uses of funds in 6.1 above.	Explain the following; • Consolidated Fund • Development Fund • Special Fund • Trust funds • Treasury fund. State the Legal basis of the various funds as mentioned above				Explain the legal basis of the various funds. Explain Consolidated Fund Explain Development Fund Explain a Trust Fund

351

HIGHER NATIONAL DIPLOMA IN PUBLIC ADMINISTRATION (YEAR II)
HND 11 – 2ⁿᵈ SEMESTER

Programme: Higher National Diploma in Public Administration		
Course: Public Enterprises Management	Code: PAD 421	Credit Unit: 3
	Credit Hour: 3	Theoretical: 3 Hours
Year: II Semester: II	Pre-requisite:	Practical: 0 Hour
Goal: This course is designed to enable students understand the principles, roles and management of public enterprises in national development, particularly in Nigeria.		
General Objectives: On the completion of the course, students should be able to: 1.0 Appreciate the concept of public enterprises. 2.0 Identify the different categories of public enterprises. 3.0 Appreciate the role of public enterprises in national development. 4.0 Appreciate the organization, management and control of public enterprises. 5.0 Appreciate the various components of public enterprises. 6.0 Appreciate the problems of public enterprises in Nigeria. 7.0 Appreciate the commercialization and privatization of public enterprises in Nigeria.		

Programme: Higher National Diploma in Public Administration						
Course: Public Enterprises Management			**Code:** PAD 421		**Credit Unit:** 3	
			Credit Hour: 3		**Theoretical:** 3 Hours	
Year: II **Semester:** II			**Pre-requisite:**		**Practical:** 0 Hour	
Goal: This course is designed to enable students understand the principles, roles and management of public enterprises in national development, particularly in Nigeria.						
General Objective: 1.0 Appreciate the concept of public enterprises.						
Theoretical Content				**Practical Content**		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Evaluation
1-2	1.1 Define public service and public enterprises. 1.2 Differentiate between public Service and Public Enterprises. 1.3 Explain the interrelationship between the Civil Service and Public Enterprises. 1.4 Explain the formation of Public Enterprises as Legal entities.	Explain public service and public enterprises List the components of public service e.g. Civil Service, Local Government, the Security Agencies, Parastatals, Government Companies/Utilities, etc. Distinguish between public Service and Public Enterprises	White Board -Marker -Projector Accessories -Relevant Textbooks /Journals -Internet Facilities			Explain the concept of public enterprises What are the differences between public service and public enterprises

		Discuss interrelationship between the Civil Service and Public Enterprises				
		State the formation of Public Enterprises as Legal entities.				
General Objective: 2.0 Identify the different categories of public enterprises						
3-4	2.1 Explain the four categories of public enterprises such as Regulatory Bodies, Public Utilities, Financial institutions, and Commercial and Industrial Enterprises. 2.2 Give examples of each category in Nigeria. 2.3 Explain the rationale for such groupings. 2.4 Explain the functions of each category.	Describe the four categories of public enterprises such as Regulatory Bodies, Public Utilities, Financial institutions, and Commercial and Industrial Enterprises. State examples of each category in Nigeria. Describe the rationale	White Board -Marker -Projector Accessories -Relevant Textbooks /Journals -Internet Facilities			Discuss the four categories of public enterprises such as Regulatory Bodies, Public Utilities, Financial institutions, and Commercial and

		for such groupings. Describe the Functions of Each category.				Industrial Enterprises. Give examples of each category in Nigeria. Explain the reason for such groupings. Describe the functions of each category.

General Objective: 3.0 Appreciate the role of public enterprises in national development.

| 5-6 | 3.1 Explain the philosophy of public enterprises at the universal level. 3.2 Explain the justification for state intervention in commercial activities in | Describe the philosophy of public enterprises at the universal level. Demonstrate the | White Board -Marker -Projector Accessories | | | Explain the philosophy of public enterprises at the universal level and the |

	the western world (i.e. developed economies) 3.3 Explain the justification for state intervention in commercial activities in the developing economies. 3.4 Outline the specific roles of public enterprises in developing economies. 3.5 Examine the features of public enterprises in Nigeria. 3.6 Explain the concept of National development plans in Nigeria. 3.7 Identify the relationship between enterprises and National development plans.	Justification for state Intervention in Commercial activities in the western world (i.e. developed economies) Describe the justification for state intervention in commercial activities in the developing economies. List the specific roles of public enterprises in developing economies. Examine the features of public enterprises in Nigeria.	-Relevant Textbooks /Journals -Internet Facilities			justification for state intervention in commercial activities in the western world (i.e. developed economies).

		Explain the concept of National development plans in Nigeria.				
		3.7 Identify the Relationship between Enterprises and National Development Plans.				
General Objective: 4.0 Appreciate the organization, management and control of public enterprises						
7-8	4.1 Explain the organization of public enterprises in Nigeria.	Describe the organization of public enterprises in Nigeria.	White Board -Marker -Projector Accessories -Relevant Textbooks /Journals -Internet Facilities			Explain the organization of public enterprises and the structure of public enterprises in Nigeria.
	4.2 Identify the structure of public enterprises in Nigeria.					
	4.3 Explain the composition of boards of public enterprises.	Explain the structure of public enterprises in Nigeria.				
	4.4 List functions of the boards of public enterprises.	Describe the composition of boards of public				

	4.5 Outline the relationship between Government and Public enterprises.	enterprises. Identify functions of the boards of public enterprises. Explain the relationship between Government and Public enterprises				

General Objective: 5.0 Appreciate the various components of public enterprises.

9-10	5.1 Define the concept of public enterprises financing. 5.2 Identify different sources of funding of public enterprises, such as government initial funding, income or revenue generation, loans and government subsidy and guarantees. 5.3 Explain the procedures for annual reports and	Explain public enterprises financing. Describe sources of funding of public enterprises. Explain the procedures for annual reports and audited accounts. Bring out different	White Board -Marker -Projector Accessories -Relevant Textbooks /Journals -Internet Facilities			Discuss the procedures for annual reports and audited accounts. And the different degrees of commercial activities of public enterprises.

	audited accounts.	degrees of commercial activities of public enterprises.			
	5.4 Outline the different degrees of commercial activities of public enterprises.				
	5.5 Explain the system of hiring and maintaining staff of public enterprises.	Describe the system of hiring and maintaining staff of public enterprises.			

General Objective: 6.0 Appreciate the problems of public enterprises in Nigeria.

11-12	6.1 Identify the problems of public enterprises, e.g. boardroom politics, inadequate funding, excessive government interference, politics of staffing (i.e. federal character, religion, statist, nepotism) etc.	Bring out problems of public enterprises, e.g. boardroom politics, inadequate funding, excessive government interference.	White Board -Marker -Projector Accessories -Relevant Textbooks /Journals -Internet Facilities		Explain the problems of inadequate funding and explain out the frequent and unnecessary government intervention and its consequences on
	6.2 Explain how the board chairman and members contribute to such problems in 6.1 above.	Demonstrate the way chairperson and members contribute to such problems.			
	6.3 State the problems of	State the problems of			

	inadequate funding. 6.4 Outline the frequent and unnecessary government intervention as contributory factors to the problems in 6.1 and 6.3 above. 6.5 Explain the contributions of environmental factors such as local politics to such problems in 6.1 above. 6.6 State the staffing problems of public enterprises. 6.7 Analyze the lack of autonomy of public enterprises and their attendant problems.	inadequate funding. Explain the frequent and unnecessary government intervention Describe the contributions of environmental factors such as local politics to such problems in 6.1 Explain the staffing problems of public enterprises. Examine Autonomy of Public Enterprises and their attendant problems.				management of PEs.

General Objective: 7.0 Appreciate the commercialization and privatization of public enterprises in Nigeria.					
13-14	7.1 Define the concepts of commercialization and privatization.	Explain the concepts of commercialization and privatization	White Board -Marker -Projector Accessories		Explain the concepts of commercialization and privatization
	7.2 Differentiate between commercialization and privatization.	Distinguish between commercialization and privatization	-Relevant Textbooks /Journals -Internet		State the Differences between commercialization and privatization
	7.3 Explain the Federal Government view and policy on the concepts in 7.1 above.	Describe Federal Government Policies on 7.1 above.	Facilities		
	7.4 State the merits and demerits of: (i) Commercialization; and (ii) Privatization of public enterprises.	Explain the merits and demerits of: (i) Commercializatio n; and (ii) Privatization of public enterprises			Explain Federal Government policy on the two concepts in 7.1
	7.5 Explain the consequences of the Nigerian style of privatization of public enterprises, citing topical cases, e.g. the Benue Cement	Describe the consequences of the Nigerian style of			Bring out the merits and demerits of: (i)

	Company.	privatization of public enterprises, citing topical cases, e.g. NEPA.				Commercialization; and
	7.6. Identify a relationship between the indigenization policy of 1972 and the present government attitude towards commercialization and privatization of public Enterprises.	Explain the relationship between the indigenization policy and government attitude towards Commercialization of Pes				(ii) Privatization of public enterprises

Programme: Higher National Diploma in Public Administration			
Course: Nigerian Foreign Policy	**Code:** PAD 423		**Credit Unit:** 2
	Credit Hour: 2		**Theoretical:** 2 Hours
Year: II **Semester:** II	**Pre-requisite:**		**Practical:** 0 Hour
Goal: This course is designed to acquaint students with a broad overview of the principles and practice of Nigerian Foreign Policy.			
General Objectives: On the completion of the course, students should be able to: 1.0 Appreciate meaning and scope of Foreign Policy. 2.0 Recognize the interface between National Interest and Nigerian Foreign Policy. 3.0 Relate diplomacy and foreign policy. 4.0 Appreciate Nigeria's decolonization and Anti-Apartheid policies towards South Africa 5.0 Appreciate the relationship between Religion and Foreign Policy. 6.0 Appreciate the import of Political Ideology on Foreign Policy in Nigeria. 7.0 Appreciate the impact of Terrorism on Foreign Policy in Nigeria. 8.0 Examine Nigerian Foreign Policy practice from Independence to Date.			

Programme: Higher National Diploma in Public Administration						
Course: Nigerian Foreign Policy		**Code:** PAD 423			**Credit Unit:** 2	
		Credit Hour: 2			**Theoretical:** 2 Hours	
Year: II **Semester:** II		**Pre-requisite:**			**Practical:** 0 Hour	
Goal: This course is designed to acquaint students with a broad overview of the principles and practice of Nigerian Foreign Policy.						
General Objective: 1.0: Appreciate meaning and scope of Foreign Policy.						
Theoretical Content				**Practical Content**		
Week	**Specific Learning Outcomes**	**Teacher's Activities**	**Resources**	**Specific Learning Outcomes**	**Teacher's Activities**	**Evaluation**
1-3	1.1 Define the concept of Policy. 1.2 Describe the concept of Foreign Policy. 1.3 Describe major attribute or concentration of Foreign Policy. 1.4 Identify the types of Foreign Policy. 1.5 Define Domestic Policies. 1.6 Appreciate Foreign Policy as an extension of Domestic Policy.	Discuss the concept of policy and foreign policy as well as the process of forming them Explain foreign policy as an extension of domestic policy. Discuss instruments of foreign policy.	White board/marker, projector and accessories.			Examine the concept of policy and foreign policy as well as the process of formulating them. Discuss foreign policy as an extension of a domestic policy.

	1.7 Explain the instruments of Foreign Policy; - Diplomacy - Propaganda - Economic Power - Military Power and War. 1.8 Explain the objectives of Nigerian Foreign Policy. 1.9 Explain principles of Nigerian Foreign Policy.	State the attribute, types, objectives and principles of Nigerian foreign policy.				State instruments of foreign policy. List the attributes, types, objectives and principles of Nigerian policy.
General Objective: 2.0 Recognize the interface between National Interest and Nigerian Foreign Policy.					
4-5	2.1 Explain National interest. 2.2 List Spheres of National interest. 2.3 Explain the dimensions of National interest. 2.4 Enumerate impact of	Discuss national interest, its spheres, dimensions and elements. Explain impact of national interest	White board/marker, projector and accessories.			Explain national interest, its spheres, dimensions and elements.

	National interest on Foreign Policy. 2.5 Interpret elements of National interest. 2.6 Recognize constraints of Nigerian National interest. 2.7 Identify the determinants of Foreign Policy. 2.8 Explain Foreign Policy and Domestic Policies. 2.9 Describe Perceptions and Attitude in Foreign Policy. 2.10 Identify Foreign Policy Formations. 2.11 Enumerate effects of the Civil War on Nigerian Foreign Policy.	on foreign policy and constraints of Nigerian National interest. State the determinants of foreign policy and process of foreign policy formulation. Discuss effects of Civil War on Nigerian foreign policy.			State impacts of national interest on foreign policy and constraints of Nigerian National interest. Account for determinant of foreign policy and process of foreign policy formulation. Account for the effect of the Civil War on Nigerian foreign policy

General Objective: 3.0 Relate diplomacy and foreign policy.						
6-7	3.1 Define Diplomacy. 3.2 Explain the Origin and development of Diplomacy. 3.3 Discuss Diplomatic RULES 3.4 State functions of Diplomats. 3.5 Explain the application of diplomacy as an instrument of Foreign Policy implementation. 3.6 Discuss emerging trends in diplomatic practice.	**Explain diplomacy, origin, development and rules of diplomacy.** **Discuss diplomacy as tools of foreign policy.**	**White board/marker, projector and accessories.**			Discuss diplomacy; it's origin, development and rules. Explain diplomacy as tools of foreign policy
General Objective: 4.0 Appreciate Nigeria's decolonization and Anti-Apartheid policies towards South Africa						
8-9	4.1 State policy under Balewa (1960 – 1966) 4.2 State policy under Ironsi, (January 1966-July 1966)	Discuss Nigerian decolonization and anti-apartheid policies towards Southern Africa from 1960-1984	White board/marker, projector and accessories.			Examine Nigerian colonization, anti-racist and anti-apartheid

	4.3 State policy under Gowon (1966 to 1975)					policies towards Southern Africa from 1960-1984.
	4.4 State policy under Murtala/Obasanjo (1975-1979.)				
	4.5 State policy under Shagari (1983-1984)				
	4.6 State policy under Buhari (1983-1984)				
	4.7 Explain Nigeria's Anti-Apartheid policies towards South-Africa				

General Objective: 5.0 Appreciate the relationship between Religion and Foreign policy.

10-11	5.1 Define Religion. 5.2 Give the origin of Religion 5.3 State types of religion. 5.4 List out effect of Religion on Foreign Policy.	Examine meaning, origin and types of religion. State effects of religion on foreign policy.	White board/marker, projector and accessories.			Discuss meaning, origin and types religion. Account for the effect of religion on foreign policy.

General Objective: 6.0 Appreciate the import of Political Ideology on Foreign Policy in Nigeria.					
12	6.1 Give the meaning of ideology. 6.2 Explain the Political ideology and world system. 6.3 Narrate the Implications of Political Ideology on the Foreign Policy of Nations.	Explain the meaning of ideology and its implications on the foreign policy of Nigeria	White board/marker, projector and accessories.		State the meaning of ideology and its implications on the foreign policy in Nigeria.
General Objective: 7.0 Appreciate the impact of terrorism on Foreign Policy in Nigeria.					
13-14	7.1 Define terrorism 7.2 List out forms of terrorism. 7.3 Enumerate causes of terrorism. 7.4 Give instance of terrorist attacks: A historical perspective. 7.5 State reason why terrorism is on the increase. 7.6 State implications of	Discuss the concept of terrorism, its forms and causes. State instances of terrorist's attacks and reasons why it is on the increase. Explain implications of terrorism and	White board/marker, projector and accessories.		Examine the concept of terrorism, its forms and causes. Explain instances of terrorist's attacks and reasons why

	terrorism. 7.7 List out how to curb terrorism.	Nigeria Foreign policy and how to curb same.				it is on the increase. - Account for the implications of terrorism on Nigeria Foreign policy and how to curb same.
General Objective: 8.0 Examine Nigerian Foreign Policy practice from independence to date					
15-16	8.1 Explain achievements and failure of the period of October 1st 1960- January 15th 1966. 8.2 Explain the period January 15th 1960 – July 29th 1966. 8.3 Explain the period July 29th 1966 – July 29th 1975. 8.4 Explain the period	Discuss achievements and failures of the various regimes from October 1st 1960 to date on Nigerian Foreign policy.	White board/marker, projector and accessories.			State achievements and failures of the various regimes from October 1st 1960 to date on the Foreign policy to Nigeria.

	July 29 1975 – February 13th 1976. 8.5 Explain the period February 13th 1976 – October 1st 1979. 8.6 Explain the period October 1st 1979 – December 31st 1983. 8.7 Explain the period December 31st 1983 – August 27th 1985. 8.8 Explain the period August 27th 1985 – August 26th 1993. 8.9 Explain the period August 27th 1993 – November 1993. 8.10 Explain the period November 1993 – June 8th 1998 8.11 Explain the period June 8th 1998 – May 29th 1999. 8.12 Explain the period				

	may 29th 1999 – May 29th 2007 8.13 Explain the period May 29th 2007 to 29th May 2015 8.14 Explain the period May 29th 2015 to date				

Programme: Higher National Diploma in Public Administration				
Course: Comparative Public Administration		**Code:** PAD 424		**Credit Unit:** 3
		Credit Hour: 3		**Theoretical:** 3 Hours
Year: II **Semester:** II		**Pre-requisite:**		**Practical:** 0 Hour

Goal: This course is intended to give students comparative overviews of different application of public administration in diverse settings, ideologies and cultures. This is to enable the student to understand their operational differences, efficiency and challenges in public administrative practices.

General Objectives: On the completion of the course, students should be able to:

1.0 Appreciate the concepts and framework for comparative public administration.

2.0 Appreciate administrative principles in different countries and ideologies.

3.0 Appreciate administrative differences between Nigeria, U.S.A. and Japan.

4.0 Appreciate the administrative differences between Russia, Britain, Nigeria and South Africa.

5.0 Know the different systems of administration in 2.0 – 4.0 and compare results.

Programme: Higher National Diploma in Public Administration						
Course: Comparative Public Administration			**Code:** PAD 424		**Credit Unit:** 3	
			Credit Hour: 3		**Theoretical:** 3 Hours	
Year: II **Semester:** II			**Pre-requisite:**		**Practical:** 0 Hour	
Goal: This course is intended to give students comparative overviews of different application of public administration in diverse settings, ideologies and cultures. This is to enable the student to understand their operational differences, efficiency and challenges in public administrative practices.						
General Objective: 1.0 Appreciate the concepts and framework for comparative public administration.						
Theoretical Content				**Practical Content**		
Week	**Specific Learning Outcomes**	**Teacher's Activities**	**Resources**	**Specific Learning Outcomes**	**Teacher's Activities**	**Evaluation**
1-2	1.1 Define the concept of comparative public administration. 1.2 Explain the rational for the study of comparative public administration, e.g. American Society For Public Administration) (ASPA), and American Political Science Association (ASPA). 1.3 Trace the original of	Describe Modernization models, e.g. Prismatic Theory. Describe post-modernization models, e.g. non-governmental actors in Administration Describe Socialist model of administration Highlight	White Board -Marker -Projector Accessories -Relevant Textbooks /Journals -Internet Facilities			Dome comparative public administration Modernization models, and post-modernization models. Explain Socialist model of administration, Endogenousation model.

	comparative public administration. 1.4 Explain Modernization models, e.g. Prismatic Theory. 1.5 Explain post-modernization models, e.g. non-governmental actors in Administration. 1.6 Explain the Socialist model (administrative) 1.4 Identify the Endogenousation model.	Endogenousation model. Demonstrate the rationale for the study of comparative public administration, e.g. American Society For Public Administration) (ASPA), and American Political Science Association (ASPA). Bring out the origin of comparative public administration				Give reasons for the study of comparative public administration.
General Objective: 2.0 Appreciate administrative principles in different countries and Ideologies						
3-4	2.1 Explain the Capitalist Ideology. 2.2 Explain the Socialist Ideology.	Describe Capitalist and 2 socialist Ideologies.	White Board -Marker -Projector Accessories			Explain the Capitalist and socialist Ideologies.

	2.3 Differentiate the patterns of Representative Government. 2.4 Explain the distribution of power amongst the State organs in 2.3 above.	Bring out different patterns of Representative Government. Describe the distribution of power amongst the State organs.	-Relevant Textbooks /Journals -Internet Facilities			Explain the patterns of Representative Government. Explain the distribution of power amongst the State organs
General Objective: 3.0 Appreciate administrative differences between Nigeria, United State of America and Japan.						
5-6	3.1 Explain the Political Evolution of Nigeria. 3.2 Explain the Political Evolution of U.S.A. 3.3 Explain the Political Evolution of Japan. 3.4 Explain Civil Service operations in Nigeria, U.S.A. and Japan. 3.5 Compare patterns of Representative	Describe the Political Evolution of Nigeria, USA and Japan. Describe Civil Service operations in Nigeria, U.S.A. and Japan. Describe patterns of Representative Government in 3.4	White Board -Marker -Projector Accessories -Relevant Textbooks /Journals -Internet Facilities			Explain the Political Evolution of Nigeria, USA and Japan and Civil Service operations in Nigeria, U.S.A. and Japan. Explain the patterns of adjudication in

	Government in 3.4 above. 3.6 Explain the patterns of adjudication in the Countries in 3.4 above. 3.7 Explain the level of political participation in the three Counties in 3.4 above.	Explain the patterns of adjudication in the Countries in Describe the level of political participation in the three counties in Nigeria, USA and Japan.				the countries of Nigeria, USA and Japan Explain the level of political participation in the three counties Nigeria, USA and Japan.

General Objective: 4.0 Appreciate the administrative differences between Russia, Nigeria, Britain and South Africa.

7-8	4.1 Examine the systems of Representative Government in Russia, Nigeria, Britain and South Africa. 4.2 Compare the systems of Representative Government in the four Countries in	Analyze the systems of Representative Government in Russia, Nigeria, Britain and South Africa Explain the Systems of Representative Government in the four Countries in	White Board -Marker -Projector Accessories -Relevant Textbooks /Journals -Internet Facilities			Describe the systems of Representative Government in Russia, Nigeria, Britain and South Africa. Explain public enterprises management in Russia, Nigeria, Britain and

	4.1 above. 4.3 Compare public enterprises management in the four Countries in 4.1 above. 4.4 Explain the Civil Service structures in each of the four Countries in 4.1 above. 4.5 Describe the prospects for political development in Nigeria.	4.1 Explain public enterprises management in the four Countries in 4.1 Describe the Civil Service structures in each of the four Countries in 4.1 above. Describe the prospects for political development in Nigeria.				South Africa.- Discuss the Civil Service structures in the four Countries, Russia, Nigeria, Britain and South Africa State the prospects of political development in Nigeria.
General Objective: 5.0 Know the different systems of administration in 2.0 -4.0 and compare results.						
9-10	5.1 Identify the features of development in the Countries in section 2.0 – 4.0	State the features of development in the Countries in section 2.0 – 4.0 above.	White Board -Marker -Projector Accessories			Bring out similarities and difference in development

	above. 5.2 Compare the different development strategies in the Countries in 5.1 above. 5.3 Compare the philosophies of the development plans of Countries in 5.1 above. 5.4 Describe the progressive development strategies of the Countries in 5.1 above. 5.5 Carry out a group study to determine the most appropriate ideology for Nigeria.	Compare and contrast different development strategies in the Countries in 5.1 above. Explain the Philosophies of the development plans of Countries in 5.1 above. Explain the progressive development strategies of the Countries in 5.1 above. Divide into Tutorial groups to discuss the most appropriate ideology for Nigeria.	-Relevant Textbooks /Journals -Internet Facilities		strategies in the Countries in 5.1 mentioned Discuss the philosophies of the development plans of Countries in 5.1 above.

Programme: Higher National Diploma in Public Administration			
Course: Workshop in Public Administration	Code: PAD 425		Credit Unit: 3
	Credit Hour: 3		Theoretical: 3 Hours
Year: II Semester: II	Pre-requisite:		Practical: 0 Hour
Goal: This course is intended to acquaint students with practical administrative skills, which will serve as foundation or orientation towards his future employment/career.			
General Objectives: On the completion of the course, students should be able to: 1.0 Appreciate Office Procedures and Management. 2.0 Appreciate the proper application of Public Service Rules and Regulations. 3.0 Appreciate communication and inter-personal skills within and outside organizations. 4.0 Appreciate the right approach to Decision-Making and Implementation. 5.0 Appreciate Accountability and Control in public administration.			

Programme: Higher National Diploma in Public Administration						
Course: Workshop in Public Administration		**Code:** PAD 425		**Credit Unit:** 3		
		Credit Hour: 3		**Theoretical:** 3 Hours		
Year: II **Semester:** II		**Pre-requisite:**		**Practical:** 0 Hour		
Goal: This course is intended to acquaint students with practical administrative skills, which will serve as foundation or orientation towards his future employment/career.						
General Objective: 1.0 Appreciate Office Procedures and Management.						
Theoretical Content				**Practical Content**		
Week	**Specific Learning Outcomes**	**Teacher's Activities**	**Resources**	**Specific Learning Outcomes**	**Teacher's Activities**	**Evaluation**
1-2	1.1 Define Minutes. 1.2 Distinguish between Minutes of a Meeting and Minute a file. 1.3 Describe documentation/recording procedures. 1.4 Explain Memo writing. 1.5 Write memos on different topics. 1.6 Prepare agenda for meetings. 1.7 Explain the formats for writing minutes of meetings. 1.8 Organize meetings. 1.9 Write reports.	Explain minutes Differentiate between Minutes of a Meeting and Minute a file. Explain documentation/recording procedures. Demonstrate Memo writing. Explain memo writing on different topics. Write agenda for meetings. Describe the formats for	White Board -Marker -Projector Accessories -Relevant Textbooks /Journals -Internet Facilities			Describe minutes Distinguish between Minutes of a Meeting and Minute a file Describe documentation/re cording procedures Carry out Memo writing. Write memo on different topics Write agenda for meetings Explain the formats for

	1.10 Carry-out mock interview sessions. 1.11 Write reports on interviews.	writing minutes of meetings. Organize meetings. Write reports. Carry-out mock interview sessions			writing minutes of meetings. Organize meetings. Write reports Carry-out mock interview sessions.
General Objective:2.0 Appreciate the proper application of Public Service Rules and Regulations.					
3	2.1 Explain the basic Public Service Rules. 2.2 Explain guides to Public Service Procedure. 2.3 Explain Financial Instructions. 2.4 Describe the provisions of the latest Civil Service Reforms.	Describe the basic Public Service Rules. Describe guides to Public Service Procedure. Describe Financial Instructions. Explain the provisions of the latest Civil Service Reforms	White Board -Marker -Projector Accessories -Relevant Textbooks /Journals -Internet Facilities		.Explain the basic Public Service Rules Explain guides to Public Service Procedure. Explain Financial Instructions. Describe the provisions of the latest Civil Service Reforms.

General Objective: 3.0 Appreciate communication and inter-personal skills within and outside organizations.						
4	3.1 Explain how to communicate with a memo within an Organization. 3.2 Explain how to communicate outside the Organization, via memo. 3.4 Explain procedure for inter-agency co-operation in Nigeria. 3.4 Explain how to communicate information to the public through the mass media.	Explain how to write a memo within an Organization. Explain how to communicate outside the Organization, via memo. Explain Procedure for inter-agency co-Operation in Nigeria. Explain how to Communicate Information to the Public through the Mass Media.	White Board -Marker -Projector Accessories -Relevant Textbooks /Journals -Internet Facilities			Write a memo within an Organization. Communicate outside the Organization, via memo. Explain procedure for inter-agency co-operation in Nigeria. Explain how to Communicate Information to the Public through the Mass Media.
General Objective: 4.0 Appreciate the approaches to Decision Making and Implementation						
5-6	4.1 Explain the process of decision making by a Sole Manager. 4.2 Explain the process of	.Describe the procedures of decision making by a Sole Manager.	White Board -Marker -Projector Accessories			Describe the process of decision making by a Sole

	group decision making technique known as Management by Objective (M.B.O.), -Interactive Group, Brainstorming, star busting, Norminal Group, Group thinking, Delphi and Group shift technique 4.3 Explain the importance of division of labour for efficient implementation of projects. 4.4 Identify the role of good leadership in task implementation.	Describe the process of group decision making technique known as Management by Objective (M.B.O.) Describe the importance of division of labour for efficient implementation of projects. Explain the role of good leadership in task implementation.	-Relevant Textbooks /Journals -Internet Facilities		Manager. Explain the process of group decision making technique known as Management by Objective (M.B.O.) State the importance of division of labour for efficient implementation of projects. Demonstrate role of good leadership in task implementation.

General Objective: 5.0 Appreciate Accountability and Control in public administration

7-8	5.3 Define the concept of accountability, Responsibility, Transparency, Probity, Authority and Control.	Explain accountability and control in public service: a) Internal	White Board -Marker -Projector Accessories		Define the following terms: Internal accountability system:

	5.4 Differentiate between 5.1 above. 5.5 List out types of accountability and control in public service: a, Internal accountability system: • Budgeting control • Personal management control, • Organization and management control (O&M) • Administrative Ethics and Professional standards, • Leadership. b, External Accountability and	accountability system: • Budgeting control • Personal management control, • Organization and management control (O&M) • Administrative Ethics and Professional standards, • Leadership. b, External Accountability and Control System: • Legislative control and Accountabili	-Relevant Textbooks /Journals -Internet Facilities			• Budgeting control • Personal management control, • Organization and management control (O&M) • Administrative Ethics and Professional standards, • Leadership. • External Accountability and Control System: • Legislative control and Accountability • Limitation to legislative

	Control System: • Legislative control and Accountability • Limitation to legislative control • Executive control and Accountability • Citizens and Administration and Channels of redress • Role of Media, Interest, Groups, voluntary organization, civil society, citizens charpters (SERVICOM) • Right to	ty • Limitation to legislative control • Executive control and Accountabili ty • Citizens and Administrati on and Channels of redress • Role of Media, Interest, Groups, voluntary organization , civil society, citizens charpters (SERVICO				control • Executive control and Accountability • Citizens and Administration and Channels of redress Role of Media, Interest, Groups, voluntary organization, civil society, citizens charpters

	information and social audit. 5.6 Explain problems of Accountability for performance in the public sector. 5.7 Explain corruption and whistle blowing in Nigeria.	M) • Right to information and social audit. Examine problems of Accountability for performance in the public sector. Analyze corruption and whistle blowing in Nigeria.			

HND 11 – 2ND SEMESTER

Programme: Higher National Diploma in Public Administration			
Course: Budget and Budgeting in Nigeria	Code: PAD 426		Credit Unit: 3
	Credit Hour: 3		Theoretical: 3 Hours
Year: II Semester: II	Pre-requisite:		Practical: 0 Hour
Goal: This course is designed to acquaint the student with the knowledge of Budget and Budgeting in Nigeria.			
General Objectives: On the completion of this course, students should be able to: 1.0 Trace the origin of Budget and Budgeting in Nigeria. 2.0 Appreciate the principles of Good Budgeting. 3.0 Recognize processes of Budget Formation and Budget Cycle in Nigeria; 4.0 Appreciate Budgeting Techniques. 5.0 Appreciate the relationship between Budgeting and Development Planning. 6.0 Appreciate problems of budget implementation in Nigeria. 7.0 Identify solutions to the problems of Budget implementation in Nigeria.			

Programme: Higher National Diploma in Public Administration						
Course: Budget and Budgeting in Nigeria		Code: PAD 426			Credit Unit: 3	
		Credit Hour: 3			Theoretical: 3 Hours	
Year: II Semester: II		Pre-requisite:			Practical: 0 Hour	
Goal: This course is designed to acquaint the student with the knowledge of Budget and Budgeting in Nigeria.						
General Objective: 1.0 Trace the origin of Budget and Budgeting in Nigeria						
Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Evaluation
1-2	1.1 Define the concept of budget 1.2 Explain the origin of budget 1.3 Identify significance and reasons for budgeting 1.4 Describe limitations and the merits of budgeting. 1.5 Describe types of budget: • Recurrent revenue • Recurrent expenditure • Capital Receipts	Explain the concept of Budgeting in Nigeria; its importance and challenges. State the different types of Budgets. State the elements of Budget and Budget Performance.	White Board/Marker, Projector and accessories, Relevant text Books, Journals, internet facilities, Approved Relevant Rules and Regulations.			Explain the concept of Budget and importance of Budget. Explain the elements of Budget performance.

	• Capital Expenditure				
	• Flexible Budget				
	• Supplementary budget.				
	1.6 Elements of budget				
	1.7 Explain Budget Performances.				
General Objective: 2.0 Principles of Good Budgeting					
3	2.1 Explain the principles of responsibility of the Executive in the formation of the budget. 2.2 State Principle of Balance Budget.	Describe the principles of Executive responsibility for the formation of the Budget.	White Board/Marker, Projector and accessories, Relevant text Books, Journals, internet facilities, and Approved Relevant Rulers and Regulation			Explain the principles of Executive responsibility for the Performance of the Budget and Balance Budget.

General Objective: 3.0: Recognize processes of Budget Formation, Budgeting system and Budgeting Cycle in Nigeria.					
4-5	3.1 Discuss Budget. Preparation in Organization 3.2 Describe the process of Budget formulation at the LG level. 3.3 Explain the defects of LG Budgeting System. 3.4 Explain the various Steps of the Budgeting process at the State and the Federal Government Tiers in a Democratic System.	Describe the Budget Preparation process in Organization including Local Government Budgeting system. Discuss the budgeting process in the Local, State and Federal levels.	White Board/Marker, Projector and accessories, Relevant text Books, Journals, internet Facilities and Approved relevant Ruler and Regulation			Examine the Budget Preparation process in an organization
General Objective: 4.0: Appreciate Budgeting Techniques in Nigeria					
6-7	4.1 Explain meaning of Traditional Budgeting System, Nature and Criticism of Traditional budgeting system. 4.2 State the performance of	Describe the Traditional Budgeting Techniques, its Nature and Limitations.	White Board/Marker, Projector and accessories, Relevant text Books, Journals,			Explain the Techniques and Nature of the traditional Budgeting system.

	budgeting system, nature and criticism of performance budgeting system. 4.3 Explain planning, programming and budgeting system (PPBS); • Origin of PPBS • Meaning of PPBS • Processes of PPBS • Criticism of PPBS • Advantages of PPBS • Implementation of PPBS in Nigeria. 4.4 Explain the Zero Based budgeting (ZBB) • Meaning of ZBB • Origin of ZBB • Procedures of ZBB • Steps of ZBB • Practice of ZBB	Explain performance of Budget, Nature and Criticism of performance budget system. State the Origin. Meaning, Processes, Criticism and Implementation of Planning, Programming and Budgeting System. Describe the Zero-based budgeting, its Meaning, Origin, Processes, Steps and criticism of the system.	internet facilities and Approved Relevant Rules and Regulation			Explain the Zero-based Budgeting system.

	• Merit of ZBB • - Demerit of ZBB	Describe the cost benefits analysis and intricacies. Discuss the operations Research and theories related to it.				

General Objective: 5.0 Appreciate the Relationship between Budgeting and Development Planning

8-9	5.1 Define Budget and planning. 5.2 Explain Advantages of Development planning. 5.3 Identify Budget Link. 5.4 Describe the Weak Plan-Budget Link. 5.5 Explain Development planning and Financing in Nigeria. 5.6 Describe the Role of Budget in Development	Explain the relationship between budgeting and development planning. Describe development planning and financing in Nigeria. Explain the Role of Budget in	White Board/Marker, Projector and accessories, Relevant text Books, Journals, internet facilities and Approved Relevant Rulers and Regulation.			State the relationship between budgeting and development planning. Explain development planning and financing in Nigeria.

	and planning. 5.7 Identify Symptoms of plan failure in Nigeria. 5.8 Describe strategies for improving National Development planning in Nigeria.	development planning and strategies for improving National development in Nigeria.				

General Objective:6.0 Appreciate Problems of Budget Implementation

10-11	6.1 Identify the problems of Budget implementation in Nigeria. 6.2 Describe the bureaucratic bottleneck in budgetary implementation. 6.3 Explain budget padding as hindrance to successful budget implementation. 6.4 Describe the implementation of the Non-or late release of funds. 6.5 Explain the meaning of	Explain the problems of Budget implementation in Nigeria. Explain the bureaucratic bottleneck in budgetary implementation and budget padding as hindrance to successful budget implementation. Explain the	White Board/Marker , Projector and accessories, Relevant text Books, Journals, internet facilities and Approved Relevant Rulers and Regulation			Enumerate some problems of budget implantation Explain budget padding and how does it affect budget implementation in Nigeria.

	vehement in Budgeting and its application	meaning of vehement in Budgeting and its application				
General Objective: 7.0 Identify Solutions to the Problems of Budget Implementation in Nigeria.						
	7.1 Explain Stopped of leakages of revenue.	Describe the problems associated with Budget Implementation and solutions to it.	White Board/Marker , Projector and accessories, Relevant text Books, Journals, internet facilities and Approved Relevant Rulers and Regulation.			Explain the problems associated with Budget Implementation and their solutions.
	7.2 Define clear laid down procedures for award of contracts.					
	7.3 Explain street adherence to budgeting provisions.	State the importance of constraint training of budget officers and oversight functions of the Legislature in a democratic system.				List the importance of constraint training of budget officers and oversight functions of the Legislature in a democratic system.
	7.4 State the constant Training of Budget Personnel's.					
	7.5 Explain the Legislators Oversight Functions and Public Influence.					

Programme: Higher National Diploma in Public Administration			
Course: Peace and Conflict Resolution	Code: PAD 427		Credit Unit: 2
	Credit Hour: 2		Theoretical: 2 Hours
Year: II Semester: II	Pre-requisite:		Practical: 0 Hour
Goal: The course is designed to provide students with Knowledge of basic concepts in peace studies, conflicts and conflict resolutions in organization and society at large.			
General Objectives: On the completion of the course, students should be able to: 1.0 Know the meaning and types of Conflicts; 2.0 Know various the Theories of Conflicts; 3.0 Identify the various causes of Conflicts; 4.0 Appreciate Conflicts Analysis Methods; 5.0 Understand Conflicts in Multi-Ethnic societies; 6.0 Appreciate, Religion, Peace and Conflicts in Nigeria; 7.0 Appreciate Africans Indigenous Conflicts Resolutions; 8.0 Appreciate Post-Conflict Reconstruction and Peace Building; 9.0 Appreciate Conflicts Preventions and Strategies.			

Programme: Higher National Diploma in Public Administration					
Course: Peace and Conflict Resolution			**Code:** PAD 427		**Credit Unit:** 2
			Credit Hour: 2		**Theoretical:** 2 Hours
Year: II **Semester:** II			**Pre-requisite:**		**Practical:** 0 Hour
Goal: The course is designed to provide students with Knowledge of basic concepts in peace studies, conflicts and conflict resolutions in organization and society at large					
General Objective: 1.0 Know the meaning and types of Conflicts.					
Theoretical Content			**Practical Content**		
Week	**Specific Learning Outcomes**	**Teacher's Activities**	**Resources**	**Specific Learning Outcomes**	**Teacher's Activities**	**Evaluation**
	1.1 Define Conflict and Conflict Resolution. 1.2 Explain causes of Conflict. 1.3 Explain types of Conflict. 1.4 Explain Stages of Conflict. 1.5 Analyze Conflict Situations.	Explain processes to conflicts and conflict resolutions. Explain types of Conflicts their causes.	White Board/Marker, Projector and accessories, and relevant text Books, Journals, approved relevant rules and regulations and internet facilities			Define Conflict and Conflict Resolution. List causes of Conflict.
General Objective: 2.0 Know the various Theories of Conflict.					
	2.1 Describe Theories of Conflict. 2.2 Identify the different	Explain theories And different perspectives	ditto			Explain the theories of Conflict.

	perspectives guiding the study of Conflict.	guiding the study of Conflict				Explain the different perspectives guiding the study of Conflict

General Objective: 3.0 Identify the various causes of Conflict.

	3.1 Explain various causes of Conflict. 3.2 Relate these causes of Conflict to all levels of Relationship (i.e. Intra-personal, Inter-personal, Intragroup, Intergroup, National and International.	Exemplify various causes of Conflict. And relate these causes of Conflict to all levels of Relationship (i.e. Intra-personal, Inter-personal, Intragroup, Intergroup, National and International.	White Board/Marker, Projector and accessories, and relevant text Books, Journals, approved relevant rules and regulations and internet facilities			Explain various causes of Conflict in organization and society at large.

General Objective: 4.0 Know Conflict Analysis Methods.

	4.1 Describe concept of Conflict Analysis. 4.2 Differentiate stages of Conflict Analysis.	Analyse different Stages of Conflict.	ditto			Describe concept of Conflict Analysis. Explain various

	4.3 Explain various tools, Force Field Analysis, Conflict Mapping and ABC Triangle.	List out various tools, Force Field Analysis, Conflict Mapping and ABC Triangle.				tools, Force Field Analysis, Conflict Mapping and ABC Triangle.

General Objective: 5.0 Understand Conflict in Multi Ethnic societies

	5.1 Define Ethnicities. 5.2 Describe Ethnic Conflicts. 5.3 Explain the process of resolving Ethnic Conflict.	Define Ethnicities. Explain the process of resolving Ethnic Conflict.	ditto			Define Ethnicities. Explain the process of resolving Ethnic Conflict.

General Objective: 6.0 Understand Religions, Peace and Conflict in Nigeria.

	6.1 Describe the different Belief System in Nigeria. 6.2 Explain the History of Religious Crisis in Nigeria. 6.3 Identify Religious Crisis Resolution Option.	Describe the different Belief System in Nigeria. Explain the History of Religious Crisis in Nigeria.	White Board/Marker, Projector and accessories, and relevant text Books, Journals, approved relevant rules and regulations			Describe the different Belief System in Nigeria. Explain the History of Religious Crisis in Nigeria.

		Explain Religious Crisis Resolution Option.	and internet facilities			Identify Religious Crisis Resolution Option.
General Objective: 7.0 Understand African Indigenous Conflict Resolutions.						
	7.1 Define African Traditional Societies. 7.2 Explain various Conflicts among Indigenous African Societies. 7.3 Discuss Relevant Traditional Institutions and approaches to Conflict Prevention, Management and Resolution. 7.4 Explain causes of weakness and erosion of Indigenous peace institution in Africa.	Define African Traditional Societies. Explain various Conflicts among Indigenous African Societies Explain relevant Traditional Institutions and approaches to Conflict Prevention, Management and Resolution.	White Board/Marker, Projector and accessories, and relevant text Books, Journals, approved relevant rules and regulations and internet facilities			Define African Traditional Societies. Explain various Conflicts among Indigenous African Societies. Explain causes of weakness and Erosion of Indigenous peace institution in Africa. Justify the relevance of traditional institutions and

					approaches to conflicts prevention and management
General Objective: 8.0 Understand Post Conflict Reconstruction**.**					
	3.5 Explain the concept and practice of peace Building 8.2 Describe Post Conflict Environments. 8.3 Describe the Stages of Peace Process. 8.4 Identify Peace Building Task. 8.5 Explain education for peace and great personalities and peace. 8.6 Explain	Identify and explain peace building task. Explain Post Conflict Environments And the Stages of Peace Process.	Text books and Archives White Board/Marker, Projector and accessories, and relevant text Books, Journals, approved relevant rules and regulations and internet facilities			Discuss the Stages of peace process. Describe Post Conflict Environments in Peace Building Task.

		Demobilization, Disarmament and Reintegration as strategic approaches for peace					

General Objective: 9.0 Appreciate Conflict Prevention and Strategies.

		9.1 Define Conflict Prevention.	Explain different Theories of Conflict Prevention.	White Board/Marker, Projector and accessories, and relevant text Books, Journals, approved relevant rules and regulations and internet facilities.			Describe different Theories of Conflict Prevention.
		9.2 Describe different Theories of Conflict.					
		9.3 Identify different stages of Conflict Prevention.					State the importance of conflict prevention strategies.
		9.4 Describe Conflict Prevention strategies.	Describe the task involved in Conflict Prevention.				
		9.5 Appreciate the role of international organizations in conflict prevention and resolution					

LIST OF EQUIPMENT IN THE RESOURCE CENTER FOR THE PROGRAMME:

11. Overhead Projectors
12. Public Address System
13. Audio – Visual Equipment,
14. Slide Projectors
15. Colour T.V
16. Cine Camera
17. White board
18. Recommended textbooks
19. Newspaper
20. Journals
21. Laptop
22. Lecture note

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