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1. ABOUT THE PROGRAMME:

1.1 NAME OF PROGRAMME: B. Sc. Public Administration

1.2 PROGRAMME CODE: 3207

1.3 DESCRIPTION OF PROGRAMME

Public institutions are increasingly being challenged to improve on their service delivery in relevant areas of their mandate. A basic requirement in achieving this is having adequate quantity and quality of officers to drive the needed changes in the public sector.

This programme will play an important role in producing the critical mass of professional public administrators to man administrative positions in public institutions.

The programme will also lay a foundation for those who want to pursue an academic career in Public Administration.

Through this programme, NOUN will be fulfilling its mandate of higher manpower development particularly in the field of Public Administration.

2) PROGRAMME PHILOSOPHY, VISION AND MISSION.

PHILOSOPHY

This programme, which is hinged on Open and Distance Learning principle of accessible and flexible learning, is designed to produce graduates who are well grounded in the science of public administration and adequately equipped to manage public bureaucracies.

VISION

To strengthen the academic and research competencies of graduates in Public Administration for effective operations in all spheres of life.

MISSION

To provide functional cost-effective , flexible learning , which adds life –long value to quality education for all who seek knowledge.

3) AIMS /OBJECTIVES

The students at the end of their studies would be able to;

- Analyze problems related to the management and administration of public organizations using the knowledge and skills learnt
- To recognize, define and solve problems by employing analytical skills in all spheres of life pertaining to administration and management
- To use interpersonal skills and provide leadership in management and administration.

4) ENTRY REQUIREMENT

Admission into 100 LEVEL

To be admitted for B.Sc. Public Administration Programme, a candidate must possess:

Five credits in relevant subjects (including English Language, Mathematics and Economics/Commerce/Government/History) at the WASC/SSCE/ NECO at not more than two sittings.

Admission into 200 Level:

Candidates with Higher National Diploma (HND) in relevant programmes, with a minimum of lower credit or its equivalent from recognized Institutions may be considered for admission into the 200 level of the programme.

Candidates with National Diploma (ND) or OND in relevant programmes, with a minimum of Upper Credit or its equivalent from recognized Institutions may be considered for admission into the 200 level of the programme.

Candidates with Advanced Level passes in at least 2 relevant subjects in addition to a minimum of 3 credit passes in GCE O' Level subjects may be considered for admission into the 200 Level.

5.0 PROGRAMME STRUCTURE AND DEGREE RULES

Duration of Course

Minimum Duration for the BSc degree in Public Administration Programme is four years of eight semesters and a maximum of eight years (of sixteen semesters) under flexible mode of study.

To be awarded BSc Degree in Public Administration, the student must earn a minimum of 120 credit units. These 120 units exclude all General Studies courses but include all Compulsory and Elective courses

6). OUTLINE OF COURSE / PROGRAMME STRUCTURE

Summary of distribution of course credits by levels

LEVEL	GST COURSES AND OTHER GENERAL COURSES		CORE COURSES		ELECTIVES		TOTAL
	1 st semester	2 nd semester	1 st semester	2 nd semester	1 st semester	2 nd semester	
100	6	1	3	6	NONE	NONE	16
200	1	1	6	5	NONE	NONE	13
300	NONE	1	6	6	2	4	19
400	NONE	NONE	5	5	2	2	14
TOTAL	7	3	20	22	4	6	62

7) SUMMARY OF DISTRIBUTION OF COURSE CREDIT AT ALL LEVELS.

Year 1 1ST SEMESTER

COURSE CODE	COURSE TITLE	CREDIT UNITS	STATUS
GST103	COMPUTER FUNDAMENTALS	3	C
	USE OF ENGLISH AND COMMUNICATION SKILLS		

GST101	I	2	C
GST105	HISTORY AND PHILOSOPHY OF SCIENCE	2	C
GST107	THE GOOD STUDY GUIDE	2	C
BUS105	ELEMENTS OF MANAGEMENT I	2	C
CSS111	INTRODUCTION TO SOCIOLOGY	3	C
CSS121	INTRODUCTION TO PSYCHOLOGY	3	C
ECO121	PRINCIPLES OF ECONOMICS I	3	C
MTH105	MATHEMATICS FOR MANAGEMENT SCIENCIES 1	3	C
TOTAL		23	

YEAR 1 2ND SEMESTER

COURSE CODE	COURSE TITLE	CREDIT UNITS	STATUS
GST102	USE OF ENGLISH AND COMMUNICATION SKILLS II	2	C
PAD122	INDUSTRIAL AND ORGANISATIONAL PSYCHOLOGY	3	C
POL 124	ORGANISATION OF GOVERNMENT	3	C
POL126	CITIZEN AND THE STATE	3	C
BUS106	ELEMENTS OF MANAGEMENT II	2	C
ECO122	PRINCIPLES OF ECONOMICS II	3	C
MTH106	MATHEMATICS FOR MANAGEMENT SCIENCES	3	C
TOTAL		19	

Year 2 1ST SEMESTER

COURSE CODE	COURSE TITLE	CREDIT UNITS	STATUS
GST201	NIGERIAN PEOPLES AND CULTURE	2	C
SST205	STATISTICS FOR MANAGEMENT SCIENCES I	3	C
BUS205	INTRODUCTION TO BUSINESS	3	C
ACC 203	INTRODUCTION TO FINANCIAL ACCOUNTING I	3	C
BUS207	BUSINESS COMMUNICATION	2	C
PAD251	INTRODUCTION TO SOCIAL PSYCHOLOGY	3	C

ECO231	MICRO ECONOMIC THEORY 1	3	C
TOTAL		19	

YEAR 2 2ND SEMESTER

COURSE CODE	COURSE TITLE	CREDIT UNITS	STATUS
GST202	FUNDAMENTALS OF PEACE STUDIES AND CONFLICT RESOLUTION	2	C
SST206	STATISTICS FOR MANAGEMENT SCIENCES II	3	C
CIT202	APPLICATIONS OF COMPITER IN BUSINESS	3	C
PAD202	INTRODUCTION TO PUBLIC ADMINISTRATION	3	C
POL204	INTRODUCTION TO POLITICAL SCIENCE	3	C
ENT202	INTRODUCTION TO ENTREPRENEURIAL VENTURES	2	C
TOTAL		16	

Year 3 1ST SEMESTER

COURSE CODE	COURSE TITLE	CREDIT UNITS	STATUS
PAD305	ELEMENTS OF GOVERNMENT	3	C
PAD301	INTER-GOVERNMENTAL RELATIONS	3	C
CLL 307	COMMERCIAL LAW	3	C
PAD341	PUBLIC ADMINISTRATION IN NIGERIA	3	C
PAD371	PUBLIC PERSONNEL ADMINISTRATION	3	C
PUL 337	ADMINISTRATIVE LAW	3	C
ELECTIVES (CHOOSE ONE)			
CRD305	RURAL DEVELOPMENT	2	E
ENT301	SOCIOLOGY OF ENTREPRENEURSHIP	2	E
TOTAL		20	

YEAR 3 2ND SEMESTER

COURSE CODE	COURSE TITLE	CREDIT UNITS	STATUS
GST302	BUSINESS CREATION AND GROWTH	2	C
PAD326	ORGANIZATION AND ADMINISTRATIVE THEORY	3	C
PAD302	TRADITIONAL ADMINISTRATIVE SYSTEM IN	3	C

NIGERIA			
PAD308	NIGERIAN GOVERNMENT AND POLITICS	3	C
PAD312	MANAGEMENT OF PUBLIC SERVICE	3	C
PAD330	WORKSHOP IN PUBLIC ADMINISTRATION	3	C
FMS304	RESEARCH METHODS	3	C
ELECTIVES (CHOOSE ONE)			
PAD354	MANPOWER PLANNING AND ADMINISTRATION	3	E
PAD306	ECOLOGY OF PUBLIC ADMINISTRATION	3	E
PAD328	COMMUNITY DEVELOPMENT AND SOCIAL CHANGE	3	E
CRD324	RURAL DEVELOPMENT STRATEGIES	3	E
TOTAL		23	

YEAR 4

1ST SEMESTER

COURSE CODE	COURSE TITLE	CREDIT UNITS	STATUS
BFN411	PUBLIC FINANCIAL MANAGEMENT	3	C
PAD 403	DEMOCRATIC STUDIES	3	C
PAD405	PUBLIC POLICY MAKING AND ANALYSIS	3	C
ENT403	PROJECT MANAGEMENT	2	C
PAD409	CONDUCT OF GOVERNMENT BUSINESS	3	C
<u>ELECTIVES (CHOOSE ONE)</u>			
BUS403	GROUP DYNAMICS	3	E
PAD411	HEALTH ADMINISTRATION IN NIGERIA	3	E
TOTAL		17	

Course Code	COURSE TITLE	CREDIT UNITS	STATUS
PAD402	SOCIAL AND WELFARE ADMINISTRATION IN NIGERIA	3	C
PAD404	COMPARATIVE PUBLIC ADMINISTRATION	3	C
PAD406	PUBLIC ENTERPRISES MANAGEMENT	3	C
PAD444	NIGERIAN LOCAL GOVERNMENT ADMINISTRATION	3	C
PAD450	RESEARCH PROJECT	6	C
ELECTIVES (CHOOSE ONE)			
PAD408	DEVELOPMENT PLANNING	3	E
PAD410	GLOBALIZATION AND NATIONAL POLICIES	2	E
TOTAL		20/21	

LIST OF ELECTIVES

300 LEVEL

CRD305 – RURAL DEVELOPMENT	– 2 CREDIT UNITS
ENT301 – SOCIOLOGY OF ENTREPRENEURSHIP	-2 CREDIT UNITS
PAD354 – MANPOWER PLANNING AND ADMINISTRATION	– 3 CREDIT UNITS
PAD306- ECOLOGY OF PUBLIC ADMINISTRATION	– 3 CREDIT UNITS
PAD328- COMMUNITY DEVELOPMENT AND SOCIAL CHANGE	-3 CREDIT UNITS
CRD324- RURAL DEVELOPMENT STRATEGIES	– 3 CREDIT UNITS

400 LEVEL

BUS403 – GROUP DYNAMICS	– 3 CREDIT UNITS
PAD411 – HEALTH ADMINISTRATION IN NIGERIA	– 3 CREDIT UNITS
PAD408 – DEVELOPMENT PLANNING	– 3 CREDIT UNITS
PAD410 – GLOBALIZATION AND NATIONAL POLICIES	– 2 CREDIT UNITS

1. In the Detailed Programme Proposal and Outline Programme Proposal (DPP/OPP):

1. **Course Outline Structure and Degree Rules:**

1. **The Outline Programme Structure should be displayed thus;**

LEVEL	GST AND OTHER GENERAL COURSES		COMPULSORY COURSES		ELECTIVES		TOTAL	
	No of courses	Credit units	No of courses	Credit units	No of courses	Credit units	No of courses	Credit units
100	5	11	11	31	–	–	16	42
200	3	7	10	28	–	–	13	35
300	1	2	12	36	6	16	19	54
400	–	–	9	26	4	11	13	37

8) COURSE CONTENT SPECIFICATION

YEAR 1: FIRST SEMESTER

GST 103 COMPUTER FUNDAMENTALS CREDIT UNITS 3

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

GST 101: USE OF ENGLISH AND COMMUNICATION SKILLS I – 2 CREDIT UNITS

Course Content:

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

GST 105: HISTORY AND PHILOSOPHY OF SCIENCE – 2 CREDIT UNITS

Course Content:

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

GST 107: THE GOOD STUDY GUIDE – 2 CREDIT UNITS

Course Content:

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

BUS 105: ELEMENTS OF MANAGEMENT 1 – 2 CREDIT UNITS

Course Content:

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

CSS 111: INTRODUCTION TO SOCIOLOGY – 3 CREDIT UNITS

Course Content:

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

CSS 121: INTRODUCTION TO PSYCHOLOGY – 3 CREDIT UNITS

Course Content:

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

ECO 121: PRINCIPLES OF ECONOMICS 1 – 3 CREDIT UNITS

Course Content:

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

MTH 105: MATHEMATICS FOR MANAGEMENT SCIENCES – 3 CREDIT UNITS

(See Department of Mathematics, Faculty of Science)

GST 102: USE OF ENGLISH AND COMMUNICATION SKILLS II – 2 CREDIT UNITS

Course Content:

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

PAD122: INDUSTRIAL AND ORGANISATIONAL PSYCHOLOGY-3 CREDIT UNITS

Course Content:

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

POL 124: ORGANIZATION OF GOVERNMENT- 3 CREDIT UNITS

Course Content:

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

POL 126: CITIZENS AND THE STATE- 3 CREDIT UNITS

Course Content:

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

BUS 106: ELEMENTS OF MANAGEMENT 11 – 2 CREDIT UNITS

Course Content:

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

ECO 122: PRINCIPLES OF ECONOMICS 11 – 3 CREDIT UNITS

Course Content:

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

MTH 106: MATHEMATICS FOR MANAGEMENT SCIENCES II – 3 CREDIT UNITS

(See Department of Mathematics, Faculty of Science)

GST 201: NIGERIAN PEOPLES AND CULTURE – 2 CREDIT UNITS

Course Content:

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

STT205: STATISTICS FOR MANAGEMENT SCIENCES I – 3 CREDIT UNITS

Course Content:

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

BUS 205: INTRODUCTION TO BUSINESS – 3 CREDIT UNITS

Course Content:

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

ACC203: INTRODUCTION TO FINANCIAL ACCOUNTING I – 3 CREDIT UNITS

Course Content:

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

BUS 207: BUSINESS COMMUNICATION – 2 CREDIT UNITS

As contained in the Department of Business Administration

PAD 251: INTRODUCTION TO SOCIAL PSYCHOLOGY – 3 CREDIT UNITS

Course Content:

Scope and methods of contemporary social psychology. Nature and functions of theories in social psychology. The social

context of behavior. Social learning. Motivation and perception. Person perception. Theories of social interaction. Co-operation and Competition. Problems of aggression. Violence and War.

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

ECO231: MICRO ECONOMIC THEORY I- 3 CREDIT UNITS

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

GST202: FUNDAMENTALS OF PEACE STUDIES AND CONFLICT RESOLUTION

(2 CREDIT UNITS)

Course Content:

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

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

STT206: STATISTICS FOR MANAGEMENT SCIENCES 11 – 3 CREDIT UNITS

Course Content:

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

CIT202 : APPLICATION OF COMPUTER IN BUSINESS – 3 CREDIT UNITS

Course Content:

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

PAD 202: INTRODUCTION TO PUBLIC ADMINISTRATION – 3 CREDIT UNITS

Course Content:

Background to Public Administration; Nature of Public Administration; Similarities and Differences between Public and Private

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

POL 204: INTRODUCTION TO POLITICAL SCIENCE – 3 CREDIT UNITS

Course Content:

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

ENT 202: INTRODUCTION TO ENTREPRENEURIAL VENTURES – 2 CREDIT UNITS

Course Content:

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

PAD 305: ELEMENTS OF GOVERNMENT – 3 CREDIT UNITS

Course Content:

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

PAD 301; INTERGOVERNMENTAL RELATIONS – 3 CREDIT UNITS

Course Content:

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

CLL307: COMMERCIAL LAW- 3 CREDIT UNITS

(AS IN FACULTY OF LAW)

PAD 341: PUBLIC ADMINISTRATION IN NIGERIA – 3 CREDIT UNITS

Course Content:

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

PAD371: PUBLIC PERSONNEL ADMINISTRATION – 3 CREDIT UNITS

Course Content:

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

PUL337 : ADMINISTRATIVE LAW – 3 CREDIT UNITS

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

CRD305: RURAL DEVELOPMENT – 2 CREDIT UNITS

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

ENT301: SOCIOLOGY OF ENTREPRENEURSHIP – 2 CREDIT UNITS

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

GST302: BUSINESS CREATION AND GROWTH – 2 CREDIT UNITS

As in Centre for Entrepreneurship

PAD 326: ORGANISATION AND ADMINISTRATIVE THEORY – 3 CREDIT UNITS

Course Content:

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

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

PAD 302: TRADITIONAL ADMINISTRATIVE SYSTEM IN NIGERIA – 3 CREDIT UNITS

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

PAD 308: NIGERIAN GOVERNMENT AND POLITICS- 3 CREDIT UNITS

Course Content:

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

PAD 312: MANAGEMENT OF PUBLIC SERVICE – 3 CREDIT UNITS

Course Content:

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

PAD330: WORKSHOP IN PUBLIC ADMINISTRATION 3 CREDIT UNITS

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

FMS 304: RESEARCH METHODS – 3 CREDIT UNITS

Course Content:

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

PAD 354 MANPOWER PLANNING AND ADMINISTRATION – 3 CREDIT UNITS

Course Content:

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

PAD 306: ECOLOGY OF PUBLIC ADMINISTRATION – 3 CREDIT UNITS

Course Content:

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

PAD328: COMMUNITY DEVELOPMENT AND SOCIAL CHANGE – 3 CREDIT UNITS

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

CRD324: RURAL DEVELOPMENT STRATEGIES – 3 CREDIT UNITS

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

BFN411: PUBLIC FINANCIAL MANAGEMENT -3 CREDIT UNITS

Course Content:

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

PAD 403: DEMOCRATIC STUDIES- 3 CREDIT UNITS

Course Content:

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

PAD 405: PUBLIC POLICY MAKING AND ANALYSIS – 3 CREDIT UNITS

Course Content:

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

ENT403: PROJECT MANAGEMENT: – 2 CREDIT UNITS

Course Content: Definition of Project, Meaning of Project Management, Purpose of Project Management, Types of Project such as tangible and intangible project, Project objectives, Project Planning, Project implementation, Monitoring and

evaluation, Analysis of Project.

PAD 409: CONDUCT OF GOVERNMENT BUSINESS -3 CREDIT UNITS

Course Content:

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

BUS403: GROUP DYNAMICS – 3 CREDIT UNITS

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

PAD 411: HEALTH ADMINISTRATION IN NIGERIA 3 CREDIT UNITS

Course Content:

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

PAD 402: SOCIAL & WELFARE ADMINISTRATION IN NIGERIA – 3 CREDIT UNITS

Course Content:

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

PAD 404: COMPARATIVE PUBLIC ADMINISTRATION – 3 CREDIT UNITS

Course Content:

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

PAD 406: PUBLIC ENTERPRISES MANAGEMENT – 3 CREDIT UNITS

Course Content:

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

PAD444:NIGERIA LOCAL GOVERNMENT ADMINISTRATION- 3 CREDIT UNITS

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

PAD 450: RESEARCH PROJECT – 6 CREDIT UNITS

Course Content:

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

PAD 408: DEVELOPMENT PLANNING – 3 CREDIT UNITS

Course Content:

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

PAD 410: GLOBALIZATION AND NATIONAL POLICIES – 2 CREDIT UNITS

Course Content:

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

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