

**Department of Business Administration**

**Faculty of Administration**

**Ahmadu Bello University Zaria,**



**UNDERGRADUATE**

**STUDENT'S**

**HANDBOOK**

**A. (First Semester) 100 level Courses**

<b>Course Code</b>	<b>Course Title</b>	<b>Status</b>	<b>Credit Units</b>
PADM101	Introduction to Public Administration	Core	3
PADM 103	Introduction to Sociology	Core	3
PADM 105	Introduction to Psychology	Core	3
ACCT 101	Introduction to Accounting	Core	3
GENS 101	Nationalism	Core	1
GENS 103	English & Communication Skills	Core	2
BSAQ 101	Introduction to Business	Required	2

**B. (Second Semester) 100 Level courses**

<b>Course Code</b>	<b>Course Title</b>	<b>Status</b>	<b>Credit Units</b>
PADM 102	Industrial & Organisational Psychology	Core	3
PADM 104	Individual, Group and Society	Core	3
PADM 106	Element of Government	Core	3
PADM108	Principles of Economics	Core	3
ACCT 102	Principles of Accounting	Core	3
LAWC102	Principles of Law	Core	3
BSAQ 102	Elements of Business Administration	Required	2

**200 Level Courses****A. (First Semester)**

<b>Course Code</b>	<b>Course Title</b>	<b>Status</b>	<b>Credit Units</b>
PADM 201	Element of Public Administration	Core	3
PADM 203	Descriptive Statistics for public Admin	Core	3
PADM 205	Introduction to political Science	Core	3
PADM 207	Introduction to Micro-Economics	Core	3
PADM 209	Nigerian Government and Politics	Core	3
ACCT 201	Public Sector Accounting 1	Core	3
BUAD 201	Element of Business Administration	Core	3
BSAQ 201	Business Policy	Required	2

**B. (Second Semester)**

Course Code	Course Title	Status	Credit Units
PADM 202	Nigerian Government & Administration	Core	3
PADM 204	Economics and Social Development	Core	2
PADM 206	Inferential Statistics for Public Administration	Core	2
PADM 208	Introduction to Macro-Economics	Core	2
PADM 210	Social psychology	Core	2
PADM 212	Gender Mainstreaming in Development	Core	2
ACCT 202	Public Sector Accounting II	Core	2
GENS 202	Entrepreneurship & Innovation	Core	2
BSAQ 202	Business Skills	Required	2

**Candidate for Direct Entry are to offer GENS 101 and GENS 103.**

**300 Level Courses****A. (First Semester)**

Course Code	Course Title	Status	Credit Units
PADM 301	Administrative Theory	Core	3
PADM 303	Nigerian Economy	Core	2
PADM 305	Public Personnel Management	Core	2
PADM 307	Research Methods	Core	2
PADM 309	Development Administration	Core	2
PADM 311	Conflict Management	Core	2
PADM 313	Comparative Local Government (Elective)	Core	2
PADM 315	Intergovernmental Relations (Elective)	Core	2
PADM 317	Traditional Administrative System in Nigeria	Core	3
BSAQ 301	Govt., Business & Society	Required	2

**B. (Second Semester)**

Course Code	Course Title	Status	Credit Units
PADM 302	Administrative Behaviour	Core	3
PADM 304	Nigerian Economy	Core	2
PADM 306	Sustainable Development	Core	2
PADM 308	e-Government	Core	2
LAWC 302	Administrative law	Core	2
GENS 302	Business Creation and Growth	Core	2
PADM 310	Manpower Planning and Development (Elective)	Core	2
PADM 312	International Relations (Elective)	Core	2
BSAQ 301	Employability	Required	2

**Candidate for Special admission into 300 level are to offer GENS 101, GENS 103 and GENS 202**

**400 Level Courses****A. (First Semester)**

<b>Course Code</b>	<b>Course Title</b>	<b>Status</b>	<b>Credit Units</b>
PADM 401	Theory and practice of planning	Core	2
PADM 403	Public Policy Analysis	Core	2
PADM 405	Workshop in Public Administration I	Core	3
PADM 407	Public Financial Management	Core	2
PADM 409	Administration of Non-Governmental Organisation (NGOs)	Core	2
ACCT 407	Management Accounting	Core	2
PADM 411	Social & Welfare Administration in Nigeria (Elective)	Core	2
PADM 413	Urban & Regional Planning (Elective)	Core	2
BSAQ 401	Entrepreneurial Development	Required	2

**B. (Second Semester)**

<b>Course Code</b>	<b>Course Title</b>	<b>Status</b>	<b>Credit Units</b>
PADM 402	Project Analysis and Management	Core	2
PADM 404	Comparative Public Administration	Core	2
PADM 406	Public Enterprise Management	Core	2
PADM 408	Research Project	Core	6
PADM 410	Workshop in public Administration II	Core	3
PADM 412	Issues in Development (Elective)	Core	2
PADM 414	Rural & Community Development(Elective)	Core	2