

**Ahmadu Bello University
Distance Learning Center**



**Masters in Public Administration
(MPA)**

Post Graduate Handbook

First Semester

S/N	Course Code	Course Title	Credit Unit
1.	PADM801	Organisational Theory & Public Admin.	3
2.	PADM803	Research Methods	3
3.	PADM805	Public Policy Analysis	3
4.	PADM809	Public Enterprise Management	3
5.	PADM817	Conflict Management	3
ELECTIVES			
6.	PADM811	Project Management	3
7.	PADM813	Rural and Urban Development	3
TOTAL			18
Second Semester			
1.	PADM802	Nigerian Government & Administration	3
2.	PADM804	Advanced Descriptive Statistics	3
3.	PADM806	Public Personnel Management	3
4.	PADM808	Public Financial Management	3
5.	PADM810	Development Administration	3
ELECTIVES			
6.	PADM812	Comparative Local Government Inter-	3
7.	PADM816	Governmental Relations	3
TOTAL			21
Third Semester			
1.	PADM831	Comparative Public Administration	3
2.	PADM833	e-Governance in the Public Sector	3
3.	PADM835	Administrative Law	3
4.	PADM892	Research Project	6
5.	PADM882	Seminar	1
TOTAL			16

Synopses of Courses

Presented below are the synopses of all the courses and the Units of each course have been indicated.

General Courses:

PADM 801: ORGANIZATIONAL THEORY & PUBLIC MANAGEMENT

3 Credit Units

The course is designed to explore the theoretical and methodological contours of public administration as a specialized field of study in social science. Such theoretical and methodological stream to be covered will be examined and explained in terms of their implications on styles and methods of management practices as well as a theoretical approach to study of Public Administration. The conceptual apparatus to be developed in the course will lead to an explanation of the context of bureaucracy as an institutional mechanism specifically necessary for efficient management of industrial activity.

PADM 802: NIGERIAN GOVERNMENT & ADMINISTRATION

3 Credit Units

This course will explore the political and administrative history of Nigeria. In the process, students will be exposed to an understanding of the colonialists and Nigerian political leaders in the constitutional development of Nigeria, their philosophies, strengths, weaknesses and the contemporary challenges.

PADM 803: RESEARCH METHOD

3 Credit Units

The course is designed to enable students to apply relevant research methods and statistics to social and political problems which implies how a method or statistics can be applied to policy and administrative situations. It will equip students with research methods skills which they can utilize in the work environment. At the end, students will be able to design a research project, use simple displays of data to provide useful summary information, analyse and interpret data, write and present a research report.

PADM 804: ADVANCED DESCRIPTIVE STATISTICS

3 Credit Units

This course is designed to teach the students basic statistics and their application to research and the execution of administrative functions.

PADM 805: PUBLIC POLICY ANALYSIS

3 Credit Units

The course aims to provide professional education in all aspects of public policy, from issue generation, articulation of demands and agenda setting through decision-making and program development to policy implementation and evaluation of impacts. The course provides insights into and understanding of what governments do, why they do it, and how.

PADM 806: PUBLIC PERSONNEL ADMINISTRATION**3 Credit Units**

The course is designed to examine the role of people in public organizations, the personnel functions from recruitment to selection, career development, labour relations and trade unionism. Because human resources are central to obtaining organizational results, all public sector organization managers with an interest in organizational efficiency must make the effective management of people a predominant aspect of their occupation. Students will be exposed to the theories, techniques and procedures of public personnel administration and their skills will be developed to be able to formulate prescriptions aimed at improving the management of human resources in the public sector.

PADM 808: PUBLIC FINANCIAL MANAGEMENT**3 Credit Units**

This course is designed to make a critical appraisal of the challenges that influence fiscal decision makers in their day-to-day operations. Students will at the end be able to relate or contextualize public finance experiences in Nigeria within their wider contexts, as well as be able to critically assess practical constraints which developing countries face in their attempt to mobilize resources for economic development.

There have been debates on how a country's resources can be efficiently mobilized and disbursed without engendering dislocations in the operations of the economy and social welfare in general with considerations for the tension between "efficiency" and "equity". Increased participation of financial institutions in domestic fiscal policy making systems and the "donor conditionalities" with their resultant impacts on public welfare are some of the issues to be explored in the course. Students will be exposed to questions on whether the public sector is really necessary, what constitutes a sound tax policy, how budgets can be designed to enhance their capacity as tools of fiscal management among others.

PADM 809: PUBLIC ENTERPRISES MANAGEMENT**3 Credit Units**

This course is designed to explore the mission of public enterprises, to review their performance while highlighting some of the problems associated with their operations, as well as to examine whether privatization is the best alternative for improving the performance of state-owned enterprises in developing countries. The course will also examine how managers in such organizations translate purpose and people's efforts into operations and correspondingly, how managers ensure that actions fit purpose. This process involves difficult and distinct public managerial actions which students will be exposed to.

PADM 810: DEVELOPMENT ADMINISTRATION**3 Credit Units**

Development administration represents aspects of public administration that are essential for the carrying out of policies, plans, projects and programmes to improve social and economic conditions. The course arises out of the recognition that there is a need in the post-independence era to undertake sustainable development. It is aimed at equipping students with the appropriate theory and practice of development administration so that at the end, students will be able to examine and analyze issues in order to determine means of enhancing the administrative and managerial capacity of development management.

PADM 811: PROJECT ANALYSIS AND EVALUATION (ELECTIVE) 3 Credit Units

This course focuses on the process of project planning, implementation and evaluation; the methods of assessing project acceptance and effectiveness. It combines theory and practice on the modes of data gathering, analysis, and evaluation. The course is aimed at equipping students to effectively operate as development agents after the completion of the course. Students will be taught among others the nature of projects, fundamentals of projects, project evaluation and systems of evaluation.

PADM 812: COMPARATIVE LOCAL GOVERNMENT (ELECTIVE) 3 Credit Units

Local government has been recognized as the third tier of government. The course is designed to explain the basic elements of local government, its justification, operations, evolution and the different models. It aims to make a comparative analysis of its evolution in Nigeria, its functions, roles and challenges in a changing world.

PADM 813: URBAN & RURAL DEVELOPMENT ADMINISTRATION 3 Credit Units

Over sixty percent of the population in developing countries resides in the rural areas with all the attendant poverty and lack. A high percentage of the youth are also moving from there to the urban centers in order to escape poverty but end increasing the number of the urban poor. The twin issues of rural development and urban development must be considered in any effort to foster national development. This course is designed to equip students with the knowledge about the dynamics of rural economy, the challenges of rural and urban living, as well as the administrative structures and strategies that could be employed to promote development of the rural areas in a globalized world.

PADM816: INTER-GOVERNMENTAL RELATIONS**3 Credit Units**

The principal objectives of the course are to acquaint students with various conceptual models of federalism which help to explain the nature and working of inter-governmental systems, to examine the forces of changes and the factors which preserve federal systems, to understand the dynamics of non-government relations, types of conflict and co-operation between various levels of government, to explore the challenges of federal systems especially the problem of public finance, ethnicity, civil rights and urban governance, to study policy development and proposals for public management and the processes of federal policy implementation.

PADM817: CONFLICT MANAGEMENT**3 Credit Units**

The aim of the course is to acquaint students with the meanings, nature, causes, types, dimensions and effects of conflicts. The theories of conflict shall also be critically examined. The strategies for conflict management will be identified and X-rayed. The efficacy of the strategies will be examined within the context of organisational, and national, international arena.

PADM831: COMPARATIVE PUBLIC ADMINISTRATION**3 Credit Units**

The course covers the concept of comparison in public administration, and examines the context and system of administration in selected developed and developing countries. It emphasizes the political and policy-making roles of public bureaucracies, the relationship between organized interests and public agencies and the problems of bureaucratic accountability of political accessory in nation and the globe.

PADM833: e-GOVERNANCE IN THE PUBLIC SECTOR/ELECTRONIC GOVERNANCE ADMINISTRATION**3 Credit Units**

This course is designed to familiarize students with the approaches to e-governance; five stages of e-governance in the application of Internet facilities in the planning, implementation and evaluation of service delivery. It examines the three-fold classification of e-governance; e-governance as government to government, government to business and government to citizens. Online service delivery, in health care, education, agriculture, judicial administration, business, arts, culture, rural and urban development, and local authority, state and federal to e-governance and strategies for overcoming the barriers.

PADM 835: ADMINISTRATIVE LAW**3 Credit Units**

Administrative law is the law pertaining to the administration of the state. It is an instrument needed by the central government to effectively implement its policies. This course will significantly focus on the nature and extent of the remedies available to members of the public to protect them against administrative abuses.