

## **PUBLIC ADMINISTRATION LEARNING OUTCOMES 100 LEVEL TO 400 LEVEL**

### **GST 111: Communication in English**

**(2 Unit C: LH 15; PH 45)**

#### **Learning Outcomes**

At the end of this course, students should be able to:

1. identify possible sound patterns in English Language;
2. list notable Language skills;
3. classify word formation processes;
4. construct simple and fairly complex sentences in English;
5. apply logical and critical reasoning skills for meaningful presentations;
6. demonstrate an appreciable level of the art of public speaking and listening; and
7. write simple and technical reports.

#### **Course Contents**

Sound patterns in English Language (vowels and consonants, phonetics and phonology). English word classes (lexical and grammatical words, definitions, forms, functions, usages, collocations). Sentence in English (types: structural and functional, simple and complex). Grammar and Usage (tense, mood, modality and concord, aspects of language use in everyday life). Logical and Critical Thinking and Reasoning Methods (Logic and Syllogism, Inductive and Deductive Argument and Reasoning Methods, Analogy, Generalisation and Explanations). Ethical considerations, Copyright Rules and Infringements. Writing Activities: (Pre-writing, Writing, Post writing, Editing and Proofreading; Brainstorming, outlining, Paragraphing, Types of writing, Summary, Essays, Letter, Curriculum Vitae, Report writing, Note making etc. Mechanics of writing). Comprehension Strategies: (Reading and types of Reading, Comprehension Skills, 3RsQ). Information and Communication Technology in modern Language Learning. Language skills for effective communication. Major word formation processes. Writing and reading comprehension strategies. Logical and critical reasoning for meaningful presentations. Art of public speaking and listening. Report writing.

### **GST 112: Nigerian People and Culture**

**(2 Unit C: LH 30)**

#### **Learning Outcomes**

At the end of the course, students should be able to:

1. analyse the historical foundation of the Nigerian culture and arts in pre-colonial times;
2. list and identify the major linguistic groups in Nigeria;
3. explain the gradual evolution of Nigeria as a political unit;
4. analyse the concepts of Trade, Economic and Self-reliance status of the Nigerian peoples towards national development;
5. enumerate the challenges of the Nigerian State towards Nation building
6. analyse the role of the Judiciary in upholding people's fundamental rights
7. identify acceptable norms and values of the major ethnic groups in Nigeria; and
8. list and suggest possible solutions to identifiable Nigerian environmental, moral and value problems.

## **Course Contents**

Nigerian history, culture and art up to 1800 (Yoruba, Hausa and Igbo peoples and culture; peoples and culture of the ethnic minority groups). Nigeria under colonial rule (advent of colonial rule in Nigeria; Colonial administration of Nigeria). Evolution of Nigeria as a political unit (amalgamation of Nigeria in 1914; formation of political parties in Nigeria; Nationalist movement and struggle for independence). Nigeria and challenges of nation building (military intervention in Nigerian politics; Nigerian Civil War). Concept of trade and economics of selfreliance (indigenous trade and market system; indigenous apprenticeship system among Nigeria people; trade, skill acquisition and self-reliance). Social justices and national development (law definition and classification. Judiciary and fundamental rights. Individual, norms and values (basic Nigeria norms and values, patterns of citizenship acquisition; citizenship and civic responsibilities; indigenous languages, usage and development; negative attitudes and conducts. Cultism, kidnapping and other related social vices). Re-orientation, moral and national values (The 3R's – Reconstruction, Rehabilitation and Re-orientation; Reorientation Strategies: Operation Feed the Nation (OFN), Green Revolution, Austerity Measures, War Against Indiscipline (WAI), War Against Indiscipline and Corruption (WAIC), Mass Mobilization for Self-Reliance, Social Justice and Economic Recovery (MAMSER), National Orientation Agency (NOA). Current socio-political and cultural developments in Nigeria.

## **AMS 101: Principles of Management (2 Units C: LH 30)**

### **Learning Outcomes**

At the end of this course, students should be able to:

- 1 demonstrate understanding of basic concepts related to management knowledge;
- 2 explain the roles, skills and functions of management;
- 3 identify organizational problems and the processes of decisions making;
- 4 describe the complexities associated with management of human resources in the organizations; and
- 5 apply the knowledge in handling management complexities.

## **Course Contents**

Basic concepts in management. Management principles. functions of the management (such as planning directing, coordinating e.t.c). Nature and Purpose of the organizing function, department, line and staff, staffing, e.t.c. Employee's selection, and Staff appraisal, management development, motivation, and leadership. Controlling: The control process, control technique, recent developments in the control function. The Nigerian environment. Management problems in Nigeria. Introduction to decision making

## **AMS 102: Basic Mathematics (2 Units C: LH 30)**

### **Learning Outcomes**

At the end of the course, students should be able to:

1. identify the basic concepts of mathematics;
2. demonstrate preliminary understanding of mathematical applications in the field of management;

3. perform basic computations in algebra, differential and integral calculus;
4. develop problem-solving skills from the mathematical ideas learnt; and
5. distinguish basic mathematics principles and its application.

### **Course Contents**

Number systems. Indices, Surds and logarithms. Polynomials. Remainder and factor theorems. Polynomial equations. Rational functions. Partial fractions. Fields. Ordered fields. Inequalities. Mathematical Induction. Permutations and combinations. Binomial theorem. Sequences and series. The quadratic equation and function. Relation between the roots and the coefficients. Complex numbers. Addition. Subtraction, multiplication and division. Argand diagram. De-Moivre's theorem, n-th roots of complex numbers. Elementary set theory. Venn diagrams and applications. De-Morgan's laws. Trigonometry. Elementary properties of basic trigonometric functions. Addition formulae and basic identities. Sine and cosine formulae. Half angle formulae. Area of a triangle. Solution of trigonometric equations. Inverse trigonometric functions. Functions. Concept and notation. Examples. Composition, exponential and logarithmic functions. Graphs and properties. Limits and continuity. Techniques for finding limits. The derivative. Calculation from first principles. Techniques of differentiation. Chain rule. Higher order derivatives. Extremum problems. Mean-value theorem. Applications. Indeterminate forms and L' Hospital's rule. Taylor's and MaClauren's series. Curve sketching. Integrations as the reverse of differentiation, as area, as limit of finite sums. Definite integrals. Properties of definite integrals. Applications.

## **AMS 103: Introduction to Computing (2 Units C: LH 30)**

### **Learning Outcomes**

At the end of this course, students should be able to:

1. explain basic concept of computing and different programmes in computing science;
2. explain hardware and software, and the functional units of computer;
3. describe information processing and its roles in society;
4. illustrate how an operating system kernel. Supports the execution of programmes;
5. write simple programme in a pure functional programming language and determine the correctness of simple programmes;
6. practical knowledge of software application and the internet.

### **Course Contents**

Historical prospective of computing- characteristics of each programme in computing. Hardware, software, and human ware. Application in business and other segments of society. Information processing and its roles in society. Laboratory assignment using PC's operating system, and severally commonly used application software, such as word processors, spreadsheets, presentations, graphics and other applications. Internet and online resources, browsers, and search engines

## **AMS 104: Principles of Project Management (2 units C: LH 30)**

### **Learning Outcomes**

At the end of this course, students will be able to:

1. define the concept and purpose of project management;
2. identify the processes and actors in project management;
3. demonstrate a working knowledge of key project management methods;
4. describe the tools and techniques used in project management; and
5. identify projects bottle neck and possible solutions

### **Course Contents**

Concept of project management. purpose. processes of project delivery within any project management environment. Actors. The tools and techniques used in project management. Traditional and contemporary project management methods. projects bottle neck and possible solutions. project life cycle

## **PAD 101: Elements of Public Administration**

**(3 Units C: LH 45)**

### **Learning Outcomes**

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

1. describe the nature and functions of Public Administration;
2. identify the different approaches to the study of Public Administration;
3. explain the role of Public Administration in national development; and
4. discuss the forms of control over Public Administration.

### **Course Contents**

Nature of Public Administrations. Public Administration – Arts or Science? Ecology of Public Administration. Similarities and differences between Public and Private Administration. Functions of Public Administration. Role of Public Administration in National Development. 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. Public Administration and other Social Sciences. Forms of Control over Administration.

## **UIL-PAD 101: Introduction to Sociology**

**(2 Units; C; L = 30)**

### **Learning Outcomes**

After the completion of UIL-PAD 101, students should be able to:

1. define correctly some sociological concepts such as norms, deviance and culture;
2. explain some sociological concepts such as norms, deviance and culture;
3. discuss five (5) fundamental basis of crisis;
4. explain four (4) social classes and religious tolerance;
5. discuss at least three (3) the methods of sociological research;
6. explain the concept of status and roles;
7. define the concept of class;

8. explain social groups and social organization in Africa such as the Family, Kinship and Descent Groups, Ethnic Group, Age-grade, Sex grouping Associations and Ethnic Unions;
9. outline at least four (4) social institutions; and
10. discuss five (5) influences of religion on African Societies;

### **Course Contents**

Introduction to sociological concepts such as norms, deviance and culture. Fundamental basis of crisis. Social classes. Religious tolerance. Methods of sociological research. Status and Roles. The concept of class. The Marxist Doctrine. Social groups. Social organization in Africa such as the Family, Kinship and Descent Groups, Ethnic Group, Age-grade, Sex grouping Associations and Ethnic Unions. Social Institutions. Marriage family and Kinship in Africa; types and characteristics. Economic systems of Pre-colonial Africa. Religion in African Societies. Importance of Land and Kinship ties. Subsistence economy. Settler Agricultural and Nomadic economic systems. Colonial Economic system.

### **UIL-PAD 102: Introduction to Psychology**

(2 Units; C; L= 30)

### **Learning Outcomes**

After the completion of UIL-PAD 102 course, students should be able to:

1. define the concept of psychology;
2. describe four (4) approaches to the study of psychology;
3. list five (5) concepts in psychology;
4. identify four (4) specialties in psychology;
5. discuss how psychologists develop and test their theories;
6. define the concept of intelligence;
7. explain the basis of individual differences in intelligence;
8. discuss the situational and environmental influence on behaviour;
9. explain what perception is;
10. describe impression formation;
11. specify important factors in person perception and impression formation;
12. explain the concept of personality trait inferences about what the person is like;
13. discuss the causes of behaviour;
14. explain the concept of accuracy of judgments; and
15. explain the concept of deception.

### **Course Contents**

Definitions of Psychology. Approaches to the Study of Psychology. Some Basic Concepts in Psychology. Specialties in Psychology. How Psychologists Develop and Test their Theories, Definitions of Intelligence. Individual Differences in Intelligence. Explaining Behaviour-Genetic Influences and Environmental Influences. Perception, Impression and Formation. Understanding some Important Factors in Person Perception and Impression Formation. Personality Trait Inferences about what the Person is like. Understanding and Attributing causes to others' Behaviour. Accuracy of Judgments. The Problem of Deception. Juvenile Delinquency. Behaviour Modification and Human Aggression.

### **UIL-PAD 103: Nigerian Legal System**

(3 Units; C; L= 45)

### **Learning Outcomes**

After the completion of UIL-PAD 103 course, students should be able to

1. define legal concepts and terminologies such as rule of law, civil and criminal law;
2. explain the nature of legal administration;
3. discuss five (5) roles of law in society;
4. discuss four (4) roles of the courts;
5. explain five (5) legal ethics;
6. explain five (5) judicial processes;
7. describe at least four (4) various sources of the Nigerian laws;
8. explains the English Law, English Received Laws, Customary Laws and other related laws;
9. discuss the hierarchy of the various courts in Nigeria; and
10. describe the mode of administering justice in the military and civilian era in Nigeria.

### **Course Contents**

Legal concepts. Rule of law. Civil law. Criminal law. The nature of legal administration. Roles of law in society. Roles of the courts. Legal ethics. Judicial processes. Various sources of the Nigerian laws. English Law, English Received Laws, Customary Laws. Other related laws. Hierarchy of the various courts in Nigeria. Mode of administering justice in the military and civilian era in Nigeria. Judicial opinions.

### **UIL-PAD 104: Introduction to Local Government (2 Units; C; L = 30)**

#### **Learning Outcomes:**

After the completion of UIL-PAD 104 course, students should be able to:

1. explain the three (3) dimensions to defining local government;
2. identify and buttress on the distinct characteristics of the Nigerian local governments;
3. shed light on the political and organisational structure of local governments in Nigeria;
4. discuss at least five (5) roles of the people in decision making at the local government level;
5. explain the participatory theory of local government;
6. explain service delivery theory of local government;
7. explain democratic theory of local government;
8. explain intergovernmental relationships between local government and other levels of government in Nigeria;
9. describe the three (3) schools of thought popular to the study of local government;
10. identify and explain at least five (5) sources of fund to the local government and another five (5) areas of local government expenses; and
11. discuss how a comparative study of local government can be done.

### **Course Contents**

Definition of the local government. Characteristics of Local Government. Political structure of the local government. Organizational Structures of Local Government. Types and models of local government. People's Participation at the grassroots. Policy Making Process at Grassroots Level. Introduction to the various theories of local government. Sources of local government resources. Local government autonomy. Relationship between the local government and other levels of government. Introduction to the developmental school of taught of local government. Introduction to the service delivery school of taught of local government. Introduction to the participatory school of taught of the local government. Management of Resources. Intergovernmental Relations. Introductory Comparative Local Government.

## **UIL-PAD 105: Organization of Government**

**(2 Units; C; L = 30)**

### **Learning Outcomes**

At the end of the course, the students should be able to:

1. explain Legislature, Executive and Judiciary as the three organs of government;
2. identify and discuss at least five (5) the functions of each of these organs;
3. discuss the powers of each of these organs and the limitations to those powers;
4. explain separation of powers, rule of law, constitution and constitutionalism;
5. discuss the three (3) levels of government and how they interact;
6. describe the civil service,
7. discuss at least five (5) of its functions of the civil service
8. discuss at least three (3) features of the civil service;
9. outline and explain the various forms of political administrative systems of Unitarism, Federalism, and Confederalism;
10. identify and describe the two (2) forms of government of Presidentialism and Parliamentaryism; and
11. identify the instrumentalities of political interaction like political parties, pressure groups, interest groups and many others.

### **Course Contents**

The various ways of organizing governments into Legislature, Executive and Judiciary. Functions of each arm of government. Limitations to the powers of each arm of government. The theory of the separation of powers. Rule of Law. Constitution and Constitutionalism. Levels and arrangement of government: Federal, State and Local Government. Interactions among the levels of Government (Intergovernmental Relations). Functions Civil Service. Limitations of the Civil Service. Features of the Civil Service. Forms of political administrative systems, i.e., Unitarism, Federalism, Confederalism. Forms of government like Presidentialism and Parliamentaryism. Instrumentalities of political interaction like political parties, pressure groups, interest groups and many others.

## **GST 212: Philosophy, Logic and Human Existence (2 Units C: LH 30)**

### **Learning Outcomes**

A student who has successfully gone through this course should be able to:

1. know the basic features of philosophy as an academic discipline;
2. identify the main branches of philosophy & the centrality of logic in philosophical discourse;
3. know the elementary rules of reasoning;
4. distinguish between valid and invalid arguments;
5. think critically and assess arguments in texts, conversations and day-to-day discussions;
6. critically assess the rationality or otherwise of human conduct under different existential conditions;
7. develop the capacity to extrapolate and deploy expertise in logic to other areas of knowledge,

and

8. guide his or her actions, using the knowledge and expertise acquired in philosophy and logic.

## **Course Contents**

Scope of philosophy; notions, meanings, branches and problems of philosophy. Logic as an indispensable tool of philosophy. Elements of syllogism, symbolic logic— the first nine rules of inference. Informal fallacies, laws of thought, nature of arguments. Valid and invalid arguments, logic of form and logic of content — deduction, induction and inferences. Creative and critical thinking. Impact of philosophy on human existence. Philosophy and politics, philosophy and human conduct, philosophy and religion, philosophy and human values, philosophy and character molding, etc.

## **ENT 211: Entrepreneurship and Innovation (2 Units C: LH 15; PH 45)**

### **Learning Outcomes**

At the end of this course, students should be able to:

1. explain the concepts and theories of entrepreneurship, intrapreneurship, opportunity seeking, new value creation, and risk taking;
2. state the characteristics of an entrepreneur;
3. analyze the importance of micro and small businesses in wealth creation, employment, and financial independence;
4. engage in entrepreneurial thinking;
5. identify key elements in innovation;
6. describe stages in enterprise formation, partnership and networking including business planning;
7. describe contemporary entrepreneurial issues in Nigeria, Africa and the rest of the world; and
8. state the basic principles of e-commerce.

## **Course Contents**

Concept of entrepreneurship (entrepreneurship, intrapreneurship/corporate entrepreneurship,). Theories, rationale and relevance of entrepreneurship (Schumpeterian and other perspectives, risk-taking, necessity and opportunity-based entrepreneurship and creative destruction). Characteristics of entrepreneurs (opportunity seeker, risk taker, natural and nurtured, problem solver and change agent, innovator and creative thinker). Entrepreneurial thinking (critical thinking, reflective thinking, and creative thinking). Innovation (concept of innovation, dimensions of innovation, change and innovation, knowledge and innovation). Enterprise formation, partnership and networking (basics of business plan, forms of business ownership, business registration and forming alliances and joint ventures). Contemporary entrepreneurship issues (knowledge, skills and technology, intellectual property, virtual office, networking). Entrepreneurship in Nigeria (biography of inspirational entrepreneurs, youth and women entrepreneurship, entrepreneurship support institutions, youth enterprise networks and environmental and cultural barriers to entrepreneurship). Basic principles of e-commerce.

## **PAD 201: Introduction to Public Administration (3 Units C: LH 45)**

### **Learning Outcomes**

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

1. state the classifications or typologies of organizations;
2. state the basic principles of organizations;
3. distinguish between the functions of line, staff and auxiliary agencies in Public Administration
4. explain the meaning and functions of the Civil Service;
5. discuss the relationship between domestic and international public administrative practices;
6. examine the nature, strengths, and weaknesses of the bureaucracy.

### **Course Contents**

Classification or typologies of organisations. Principles of organisations: Hierarchy, authority, Delegation, coordination, communication, supervision and span of control. Bureaucracy - nature, strengths and weaknesses. Features of an ideal type of bureaucracy. Meaning of the Civil Service. International Public Administration and its relationship with domestic Public Administration. Line, Staff and Auxiliary Agencies.

## **PAD 202: Nigeria Government and Administration (2 Units C: LH 30)**

### **Learning Outcomes**

At the end of this course, the students should be able to:

1. recall the major colonial and post-colonial political, constitutional and administrative developments in Nigeria;
2. examine the pattern of organization of governmental institutions in terms of their composition, structure, functions and reforms of the civil service;
3. evaluate the issues of transparency and public accountability;
4. discuss the reasons for, and the impact of colonialism on the political and administrative development in Nigeria; and
5. appraise the landmark reforms of the Civil Service.

### **Course Contents**

The course consists of British conquest and colonial administration of Nigeria. Political and constitutional development in Nigeria. Federalism in Nigeria. Origin, structure and functions of the Civil Service. Composition and functions of other executive agencies. The relationships between the Civil Service, the Legislature and the Judiciary. The Electoral Process in Nigeria and the Civil Service Reforms. Public Accountability.

## **PAD 205: Office Administration**

**(2 Units C: LH 30)**

### **Learning Outcomes**

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

1. define the concept of office administration and its importance in the world;
2. describe the essentials of office training;

3. demonstrate the writing of business and official letters;
4. mention emerging skills and techniques for office administration;
5. assess the role of ICT in office management; and
6. identify the differences between manual and electronic records management.

### **Course Contents**

Basic concepts in office administration. The essentials of office training in basic skills, emerging skills and techniques for office administration. Management services. Writing of business and official letters. Writing applications and replying to application. ICT and Office Administration. Manual Vs. Electronic Records Management etc.

## **PAD 212: Rural and Community Development.**

**(2 Units C: LH 30)**

### **Learning Outcomes**

This course will enable the students to:

1. identify the opportunity of understanding and participating in Rural and Community Development;
2. define the basic related concepts in rural and community development;
3. explain the dynamics of community leadership;
4. evaluate the theories of rural and community development; and
5. appraise the role of community development in national development.

### **Course Contents**

This course will focus on the definitions and meaning of concepts such as Development, Rural Area, Rural Development, Community Development, Ruralism, Communalism, Traditional Institutions, Rural Elite Groups, Self-help, Social Mobilisation, Cooperative Organisations etc. Characteristics of rural areas. The special role of community development. The dynamics of community leadership. Theories of rural and community development. Approaches to rural and community development. Processes and Practice of Community Development. Mobilisation and Strategies for community development. The Role of Community Development in National Programmes in Countries like Tanzania, China, Sudan etc. Rural Development Programmes in Nigeria: DFRRI, Better Life for Rural Women. Nigerian Agricultural, Cooperative and Rural Development Bank (NACRDB), OFN, FEAP, NAPEP, River Basins, NEEDs, SEEDs etc.

## **UIL-PAD 201: Statistical Methods in Public Administration**

**(2 Units; C; L = 30)**

### **Learning Outcomes:**

At the end of this course, students should be able to:

1. define the concept of statistics;
2. describe the procedures in statistical analysis;
3. describe the concept of descriptive statistics;
4. describe the concept of inferential statistics;
5. identify five (5) roles of statistics in public information management;
6. explain data collection and tabulation;
7. explain the concept of probability and its distribution;
8. describe sample distribution;

9. describe interval estimation; and
10. discuss hypothesis testing while identifying the various methods of data analysis like Correlation and Regression analysis.

### **Course Contents**

Introduction to statistics. Statistical procedures. Statistical methods. Descriptive statistics. Inferential statistics. The problem of generalization in public sector research. The role of statistics in public management information. Data collection. Data tabulation. Probability concepts and probability distributions. Sampling distribution. Interval estimation. Hypothesis testing. Correlation. Regression analysis. Statistics and decision-making. Statistics and office management. Statistics and modern record management. Statistics and local government administration.

### **UIL-PAD 202: Urban Administration**

**(3 Units; C; L = 45)**

### **Learning Outcomes**

At the end of the course, students should be able to

1. explain five roles of urban administration in promoting urban governance and sustainable development;
2. explain the three (3) legal and institutional frameworks for urban administration;
3. discuss the five (5) various strategies for urban planning and management;
4. explain the mechanisms for financing and budgeting in urban areas, including revenue collection, allocation, and investment planning;
5. explain the three (3) challenges and opportunities of public-private partnerships in urban administration;
6. explain the decentralization and devolution of urban administration, including the role of local government and community participation;
7. discuss the strategies for managing urban growth and development, including urban renewal, slum upgrading, and environmental sustainability;
8. identify five (5) challenges and opportunities for improving urban administration, including issues of equity, transparency, and accountability;
9. explain four (4) theories and concepts of urban administration to real-world urban governance and development challenges and opportunities; and
10. suggest five (5) recommended solutions to urban administration issues and challenges based on evidence-based research and analysis.

### **Course Contents**

Overview of urban administration and its role in urban governance. The evolution and development of urban administration. The legal and institutional frameworks for urban administration. Urban planning and management. Land-use planning. Housing. Transportation. Environmental management. Urban finance. Urban budgeting. Revenue collection and allocation. Debt management. Investment planning. Urban service delivery including public utilities, health, education, and social services. Public-private partnerships in urban administration. Decentralization and devolution of urban administration. The role of local government and community participation. Management of urban growth and development, including urban renewal, slum upgrading. Environmental sustainability. Challenges and opportunities for improving urban administration.

## **UIL-PAD 203: Public Relations in the Public Sector (2 Units; C; L = 30)**

### **Learning Outcomes**

At the end of this course, students should be able to

1. define the concept of public relations;
2. define the concept of public sector;
3. explain the concept of public sector public relations;
4. trace the history and evolution of public relations in the public sector;
5. identify five (5) key concepts and theories of public relations, including interpersonal communication, media relations, and crisis management;
6. identify five (5) effective communication strategies;
7. identify five (5) roles of public relations in creating a welcoming and inclusive workplace for employees and the public;
8. analyse the relationship between public relations and crisis management;
9. explain the effectiveness of public relations efforts in the public sector; and
10. explain the role of public relations in promoting transparency, accountability, and trust in the public sector.

### **Course Contents**

Public Relations tools to the success of the economy. Politics of public relations and society. The influences of communication tools on segments of gender, children, the environment, politics and so on. Ethical issues in Public Relations. An overview of Public Relations in macro society for the socio-economic environment. Freedom of expression. Economic impact of Public Relations. Socio-cultural impact of Public Relations. Deception in public relations. Ethical issues in public relations. Public Relations and propaganda. Public Relations and minority groups. Case studies and the success of campaigns. Tools and techniques in public sector public relations. Media relations. Crisis communications. Social media. Community outreach.

## **UIL-PAD 204: Introduction to Public Policy (2 Units; C; L = 30)**

### **Learning Outcomes:**

At the end of the course, students should be able to:

1. explain the history and evolution of public policy.
2. define key concepts and theories of public policy: policy formulation, implementation, and evaluation.
3. identify five (5) the policy-making process
4. explain the role of stakeholders in the policy-making process.
5. outline the impact of politics, economics, and social factors on public policy decisions.
6. identify the effectiveness of public policies, including cost-benefit analysis and impact assessment.
7. explain the role of institutions in the policy-making process.
8. outline the impact of international policies and global trends on domestic public policy.
9. analyse public policy issues in healthcare, education, and environmental policy.
10. list five (5) importance of ethics in public policy decisions

## **Course Contents**

Overview of Public Policy. Definition. History. Role of public policy in shaping society. Introduction to the Policy-Making Process. Agenda setting. Decision theory. Implementation and Implementation strategies. Monitoring. Evaluation. Stakeholder Analysis. Citizens' role in policy making. Interest groups. Elected officials. The media and public policy shaping. Political issues in public policy. Economic issues. Social Factors. Institutions and Policymaking. The role of the executive. Legislative. Judiciary. Cost-Benefit Analysis. Policy impact Assessment. Evaluating the effectiveness of public policies. Ethics and transparency in public policy. Ethical considerations in policy making. Transparency and accountability issues in public policy decisions.

## **UIL-PAD 205: Gender Mainstreaming in Development**

**(2 Units; C; L = 30)**

### **Learning Outcomes**

At the end of the course, the students should be able to:

1. examine the history of gender and the division of labour by sex;
2. describe the institutionalization of gender in politics, economics, language, family and other areas;
3. discuss the key concepts and terminology commonly used in gender and development studies;
4. discuss the feminist theoretical approaches to development;
5. identify five (5) ways development theory and practice is gendered;
6. identify the six (6) main theoretical approaches to gender gap and development;
7. define the concept of gender gap;
8. compare and contrast between 'women and development' and 'women in development';
9. Identify Five (5) specific constraints face by women in decision-making.

## **Course Contents**

Social construction of gender. Gender equity. Gender discrimination. Tools of gender analysis. Women in development. Women and development. Gender-based barriers to the participation of women in development. Participation of men and women in the development process. Gender dimensions of development theory, policy and practice. Contemporary approaches to gender and development. "Gender mainstreaming" in international development. Societal factors in gender policy. Sexual and gender-based violence. Reproductive and sexual health. Gender and women's participation in agriculture. Gender and women's participation modern economic sector. Gender and women's participation politics. Impact of non-participation. Impact of poverty. Gender and poverty in Nigeria. Gender policy in Nigeria. Issues in gender policy implementation. Challenges of gender policy implementation.

## **UIL-PAD 206: Leadership in the Public Sector**

**(3 Units; C; L = 45)**

### **Learning Outcomes**

At the end of this course, students should be able to:

1. define correctly leadership;
2. identify five (5) leadership traits;
3. explain the theories, principles and concepts of leadership;

4. explain four (4) leadership principles to public organizations;
5. identify three (3) leadership styles;
6. identify five (5) leadership qualities;
7. identify five (5) leadership skills;
8. explain the role of leadership in teamwork, collaboration and cooperation;
9. explain the concept of ethical leadership in the public sector;
10. Discuss leadership styles and their effect on performance;
11. identify problems of leadership in public organization; and
12. discuss conflict in organizations.

### **Course Contents**

Understanding leadership. Recognizing leadership traits. The theories, principles and concepts of leadership. Application of leadership principles to public organizations. Leadership styles. Leadership qualities. Developing leadership skills. The role of leadership in teamwork, collaboration and cooperation. The concept of ethical leadership in the public sector. Leadership styles and their effect on performance. The problems of leadership in public organizations: Nigeria as a case study. Conflict in organizations. Handling conflict. conflicting management. Principles and importance of public governance.

## **UIL-PAD 207: Theories and Practice of Local Government (3 Units; C; L = 45)**

### **Learning Outcomes:**

Students should be able to:

1. explain the philosophical considerations of local government;
2. explain political beliefs of local government;
3. outline the values underlying the division of political power and administrative functions between the central and peripheral governments in a country;
4. explain three (3) theories of local government;
5. discuss the structure of Local Government;
6. outline seven (7) functions of Local Government;
7. explain the two (2) major source of Local Government finance;
8. discuss the meaning, types and objectives of decentralization;
9. define correctly the concept of popular participation;
10. explain political education;
11. explain mass mobilization;
12. explain intergovernmental power relations;
13. explain the politics of local government in developing countries;
14. discuss the role of local government in promoting various aspects of development at grassroots level.

### **Course Contents**

Philosophical considerations of local government. Political beliefs of local government. Values underlying the division of political power and administrative functions between the Central and Peripheral governments in a country. Theories of local government. Structure of Local Government. Functions of Local Government. Finance of Local Government; Meaning, types and objectives of decentralization. Devolution of power. Delegation of power. Popular participation. Political education. Mass mobilization. Local government autonomy.

Intergovernmental power relations. Politics of local government in developing countries. The role of local government in promoting various aspects of development at grassroots level.

## **GST 312- Peace and Conflict Resolution**

**(2 Units C: LH 30)**

### **Learning Outcomes**

At the end of the course, students should be able to:

1. analyze the concepts of peace, conflict and security;
2. list major forms, types and root causes of conflict and violence;
3. differentiate between conflict and terrorism;
4. enumerate security and peace building strategies; and
5. describe roles of international organizations, media and traditional institutions in peace building.

### **Course Contents**

Concepts of peace, conflict and security in a multi-ethnic nation. Types and theories of conflicts: ethnic, religious, economic, geo-political conflicts. Structural conflict theory, realist theory of conflict, frustration-aggression conflict theory. Root causes of conflict and violence in Africa: indigene and settlers' phenomena; boundary/boarder disputes; political disputes; ethnic disputes and rivalries. Economic inequalities; social dispute. Nationalist movements and agitations. Selected conflict case studies – Tiv-Junkun; Zango Kartaf. Chieftaincy and land disputes, etc. Peace building, management of conflicts and security. Peace and human development. Approaches to ease & conflict management - (religious, government, community leaders etc.). elements of peace studies and conflict resolution. Conflict dynamics assessment scales. Constructive and destructive, justice and legal framework. Concepts of social justice; the Nigerian legal system. Insurgency and terrorism. Peace mediation and peace keeping. Peace and Security Council (international, national and local levels). Agents of conflict resolution – conventions, treaties, community policing. evolution and imperatives. Alternative Dispute Resolution (ADR). Dialogue, arbitration, negotiation, collaboration, etc. Roles of international organizations in conflict resolution - (a). the United Nations (UN) and its conflict resolution organs; the African Union and Peace Security Council. ECOWAS in peace keeping. The media and traditional institutions in peace building. Managing post-conflict situations; refugees. Internally Displaced Persons (IDPS). The role of NGOs in post-conflict situations.

## **ENT 312 – Venture Creation (2 Units C: LH 15; PH 45)**

### **Learning Outcomes**

At the end of this course, students, through case study and practical approaches, should be able to:

1. describe the key steps in venture creation;
2. spot opportunities in problems and in high potential sectors regardless of geographical location;
3. state how original products, ideas, and concepts are developed;
4. develop business concept for further incubation or pitching for funding;
5. identify key sources of entrepreneurial finance;
6. implement the requirements for establishing and managing micro and small enterprises;

7. conduct entrepreneurial marketing and e-commerce;
8. apply a wide variety of emerging technological solutions to entrepreneurship, and
9. appreciate why ventures fail due to lack of planning and poor implementation.

## **Course Contents**

Opportunity identification: sources of business opportunities in Nigeria, environmental scanning. Demand and supply gap/unmet needs/market gaps/market research. Unutilised resources, social and climate conditions and technology adoption gap. New business development: business planning, market research, etc. Entrepreneurial finance: venture capital, equity finance. Micro finance, personal savings, small business investment organizations and business plan competition. Entrepreneurial marketing and e-commerce. Principles of marketing, customer acquisition and retention. B2B, C2C and B2C models of e-commerce. First mover advantage, e-commerce business models and successful ecommerce companies. Small business management/family business. Leadership & management: basic book keeping, nature of family business and Family Business Growth Model. Negotiations and business communication: strategy and tactics of negotiation/bargaining. Traditional and modern business communication methods. Opportunity Discovery Demonstrations: business idea generation and presentations. Business idea contest, brainstorming sessions, idea pitching, etc. Technological Solutions: the concepts of market/customer solution, customer solution and emerging technologies. Business Applications of new technologies: Artificial Intelligence (AI), Virtual/Mixed Reality (VR), Internet of Things (IoTs), Blockchain, Cloud Computing, Renewable Energy, etc. Digital business and e-commerce strategies).

## **PAD 301: Administrative Theory**

**(2 Units C: LH 30)**

## **Learning Outcomes**

After a successful completion of the course, the students should be able to:

1. evaluate the theories of administration;
2. explain the links between Administrative Theories and Administration
3. identify the difficulties in applying administrative theories in developing countries;
4. discuss the utility of theory of administration; and
5. recommend better administrative practices for the Nigerian public service.

## **Course Contents**

Concept of Theory in Management and Social Sciences. The features of theory. Links between Administrative Theories and Practice of Administration. Difficulties in applying Administrative Theories in Nigeria and other developing countries. Theories of administration e.g. the Scientific Management Theory, the Systems Theory, the Human Relations Theory, the Managerial Behavioural Theory. Theory X and Theory Y. The Grid Approach. Max Weber's Bureaucracy. . Contingency Theory. Leadership Theories, Motivation Theories, Contingency Theory etc. Testing specific theories and models in Nigerian Public Service. Criteria for locating maladministrative practices, proposed solutions for the introduction of better administrative practices in Nigerian Public Service.

## **PAD 302: Administrative Behaviour**

**(2 Units C: LH 30)**

### **Learning Outcomes**

After a successful completion of the course, the students should be able to:

1. state the reasons for different behaviours at work;
2. identify the role of leadership in organisations;
3. explain reasons guiding leadership decisions in organizations;
4. determine the effect of such decisions on the workers;
5. state the relevance of information technology to organisational design;
6. discuss problems associated with organizational designs;
7. enumerate conflict management strategies for organizations.

### **Course Contents**

This course explores the concept of Administrative Behaviour. Formal and Informal Organisation. Nature of Work and Behaviour at Work. Decision Making in Organisations. Facts and values in decision making. Rationality in administrative organisation. Authority. Role concept. Power. The relevance of information technology to organisational design. The birth of an organisation. Problems of organisational design. Organisational politics. Personality development. Organisational change. Frustration at work. Stress and stress management. Conflict and its management. Leadership. Communication and motivation. Organisational climate.

## **PAD 303: International Administration**

**(2 Units C: LH 30)**

### **Learning Outcomes**

After a successful completion of the course, the students should be able to:

1. identify the actors in the international system;
2. recognise the different international organisations;
3. examine the ways by which international organisations and actors are administered;
4. evaluate North-South Relations;
5. examine international law, morality and their application; and
6. appraise international civil service

### **Course Contents**

This course consists of definitions and meaning of international administration. Factors leading to the formation of international organisations. Other actors in contemporary international system. Characteristics of international system. Transnational problems and international cooperation. International decision making. International organisations such as the League of Nations, United Nations, African Union, ECOWAS, OAS, OPEC, European Union etc; regional economic cooperation. North-South relations. Approaches to NorthSouth cooperation. South-South Cooperation. International law and morality. Application of international law and morality. International civil service.

## **PAD 305: Public Personnel Administration**

**(3 Units C: LH 45)**

### **Learning Outcomes**

After a successful completion of the course, the students should be able to:

1. discuss the environment of Public Personnel Administration;
2. identify the functions of public personnel administration;
3. determine the need for training and development;
4. describe the management of separation - retirement, pension and gratuity;
5. evaluate the practice of personnel administration in the Nigerian public sector

### **Course Contents**

This course examines the scope and meaning of Public Personnel Administration. The environment of Public Personnel Administration. Functions of Personnel Administration. Personnel Planning. Job Description and Job Analysis. Recruitment, Selection, Placement and Induction Processes of Human Resource. Training and Development of Human Resource. Compensation Management. Motivation, Promotion, Staff Performance Evaluation of Employees Conduct and Discipline. Wages and salary administration. Industrial Relations – collective bargaining, trade disputes, grievances and grievance procedures, trade unionism in Nigeria, Management of Separation/retirement. Pension and gratuity. Personnel Administration in the public sector.

## **PAD 306: Development Administration (2 Units C: LH 30)**

### **Learning Outcomes**

After a successful completion of the course, the students should be able to:

1. describe the nature, meaning and assumptions of Development Administration;
2. analyse the issues of growth and development;
3. assess the various strategies for national development;
4. state the obstacles to development administration; and
5. examine case studies in development administration.

### **Course Contents**

Definitions, meaning and nature of Development Administration. Assumptions of Development Administration. Evolution of Development Administration. Differences between Public Administration and Development Administration. Environment of Development Administration. Concepts in Development Administration – Growth, Development, Modernisation, Underdevelopment, Less Developed Countries, Third world etc. Theories of Development Administration. Models of Economic Development. The Role of Bureaucracy in National Development. Development Planning as a Strategy for national development. Other Strategies in Development Administration: Rural and Community Development, International Organisations, Policy Instrument, Gender Issues in Development, Foreign Aid etc. Obstacles to Development Administration.

## **PAD 307: Research Methods**

**(3 Units C: LH 45)**

### **Learning Outcomes**

After a successful completion of the course, the students should be able to:

1. state the step-by-step approaches to start and complete a research project;
2. apply computer application in data management and analysis of research in Public Administration;
3. formulate hypotheses and testing of hypotheses; and
4. report on the findings, documentation and references of research work.

### **Course Contents**

This course provides a background to the conduct of social and organisational research generally, and Public Administration specifically. Epistemological and conceptual issues necessary for carrying out a research project. Nature and significance of research in Public Administration. Skills of Scientific Investigation, information Gathering, Analysis and interpretation in dealing with business and organisational behaviour problems in Nigeria. The art of problem identification and analysis. Data gathering, analysis and report writing. The problems and prospects of business research in a seller's market like Nigeria. A step-by-step approach on how to start and complete a research project - the background to the study, statement of the problem, objectives of the study, significance of the study etc. The course also exposes students to computer application in data management and analysis and lastly on testing of hypotheses. Documentation and references.

## **PAD 308: E-Governance**

**(2 Units C: LH 30)**

### **Learning Outcomes**

After a successful completion of the course, the students should be able to:

1. identify the basic concepts and uses of ICT in public sector management;
2. state the barriers of ICT in public sector management;
3. mention recent ICT developments and opportunities in the public sector
4. determine the policies that promote the use of ICT in the public sector; and
5. explain the uses of ICT in public service delivery; and
6. demonstrate the utilization of one software for management.

### **Course Contents**

The concept and use of ICT in Public Sector Management. Barriers to the effective use of ICT in governance. Policies that will promote the use of ICT in governance. Definitions and classification of E-Governance. Development and functions of ICT. The benefits and opportunities of ICT in public sector management. Online service delivery in healthcare, education, agriculture, judicial administration, business, arts and culture, rural and urban development, local authority, state and federal administrations, and information communication management. Recent ICT developments and opportunities in the public sector; e.g. the internet, Electronic Service Delivery (ESD), workflow system knowledge management and Enterprise

Resource Planning (ERD). Barriers to ICT applications in the public sector. Policies to promote the use of ICT in the public sector.

## **PAD 309: Comparative Local Government**

**(2 Units C: LH 30)**

### **Learning Outcomes**

After a successful completion of the course, the students should be able to:

1. discuss the practice of pre-colonial, colonial and post-colonial administration in Nigeria;
2. analyze the problems and need for local government reforms;
3. mention local government reforms in Nigeria within the past two decades;
4. compare local governments structures in different countries;
5. compare sources of finance for local governments in developed and developing countries; and
6. state the lessons to learn from this comparative analysis.

### **Course Contents**

The history of local government in Nigeria: Comparative study of local governments in the world. Their impact on Africa and Nigeria. Sources and management of local government revenues. Role of local governments in national development. Inter-governmental relations. Control of local government. Local Government Service Commission. Problem of local government. Local government reforms. Local government in Britain, USA, France, Japan, South Africa, Ghana, etc, their creation, functions, structures, sources of finance, control and autonomy (comparative study).

## **PAD 311: Public Finance (2 Units C: LH 30)**

### **Learning Outcomes**

After a successful completion of the course, the students should be able to:

1. state the meaning and relationship of public finance to other branches of study;
2. mention the instruments of macroeconomic policies in Nigeria;
3. identify the various sources of revenue accruing to the federal, state, local government and public enterprises;
4. explain the concept of user charges in Public finance;
5. appraise the principles of revenue allocation in Nigeria; and
6. analyze income and expenditure aspects of government.

### **Course Contents**

Definitions and Meaning of Public Finance. The relationship between Public Finance and other Branches of Study. Distinction and similarities between Public Finance and Business (private) Finance. Functions of Public Finance. Instruments of Macro-Economic Policy – monetary policy, fiscal policy, incomes and prices policy, administrative measures etc. Sources of revenue to federal government, state governments, local governments and public enterprises. Accounting for collected revenues. Oil revenue. Taxation. Users charges. Government borrowing and public debt creation. Grants. Sovereign commonwealth fund. Deficit financing. Intergovernmental fiscal relations. Revenue allocation in Nigeria. National income analysis. Expenditure aspects of government.

### **PAD 313: Administrative Law (2 Units C: LH 30) Learning Outcomes**

After a successful completion of the course, the students should be able to:

1. state laws, rules, regulations, and constitutions for professional administrators;
2. explain the fundamental human rights;
3. determine the sources of law;
4. state processes for redress of grievances; and
5. examine separation of powers and control of administrative powers.

#### **Course Contents**

Basic concept of laws, rules, regulations. Some constitutional provisions such as fundamental human rights, fundamental objectives and directive principles of government. Duties and obligations of citizens. Public service rules and related regulations that would guide their behaviours and actions as future professional administrators. The Meaning, nature, scope and sources of Administrative Law. Administrative Law process. Purposes of Government. Rule of Law. Separation of Powers. Legislation and Delegated legislation. Redress of Grievances. Public Corporations. Discretionary Powers. Control of Administrative Powers. Case Studies in Administrative Law.

### **PAD 310: Intergovernmental Relations**

**(2 Units C: LH 30)**

#### **Learning Outcomes**

After a successful completion of the course, the students should be able to:

1. describe the administrative and financial relationship between the different levels of government (federal, states and Local Governments);
2. discuss the vertical imbalance and horizontal disparities between the different levels of government;
3. assess fiscal federalism in Nigeria;
4. identify the problems facing Intergovernmental Relations in Nigeria; and
5. list institutions for managing intergovernmental relations.

#### **Course Contents**

This course explores Federalism and IGR: Theories and Approaches to Federalism and IGR. Historical Development of the Nigeria federal system. The Legislature, Executive and Judiciary. Bureaucracy and Interest Groups. Politics and Actors. The Legislative and 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. Problems of Intergovernmental Relations in Nigeria. The Future of IGR: Reforming Bureaucracy, Intergovernmental Programmes, Policy Making and Implementation.

### **PAD 312: Traditional Administrative System in Nigeria**

**(2 Units C: LH 30)**

#### **Learning Outcomes**

After a successful completion of the course, the students should be able to:

1. describe the nature of traditional administrative systems before colonialism;
2. identify the forms and types of administrative system in Nigeria prior to colonialism;
3. discuss the centralized institutions before colonialism;
4. state the groups and administration within the groups; and
5. identify similarities and differences between the traditional and colonial administrative systems.

## **Course Contents**

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

### **UIL-PAD 301: Legislature and Legislative Process**

**(2 Units; C; L = 30)**

#### **Learning Outcomes**

At the end of the course, students should be able to

1. explain the concept of the legislature and the legislative process in a democratic system;
2. discuss the role and responsibilities of legislatures and legislative institutions in the policymaking process;
3. explain the impact of legislative decisions and actions on citizens, communities, and society;
4. explain the processes of law-making, including bill initiation, committee consideration, floor debates, and voting;
5. discuss the role of interest groups, political parties, and media in the legislative process;
6. explain the effectiveness of legislative oversight and accountability mechanisms in ensuring the accountability of the executive branch;
7. discuss critical thinking skills for analyzing and interpreting legislative policies, decisions, and actions;
8. discuss the interplay between the legislative, executive, and judicial branches of government and its impact on policymaking and implementation;
9. explain the role of the legislature in promoting democracy, good governance, and human rights; and
10. discuss the challenges and opportunities for improving the legislative process and its impact on governance and public policy.

## **Course Contents**

Overview of the concept of the legislature and legislative process. The role of legislatures and legislative institutions. Responsibilities of legislatures and legislative institutions. The legislative policymaking process, including bill initiation, committee consideration, floor debates, and voting. The influence of interest groups. Political parties. Media and the legislative process. Legislative oversight. Accountability mechanisms. The interplay between the legislative, executive, and judicial branches of government. Promoting democracy. Good governance. Human rights through the legislative process. Challenges in legislative process. Opportunities for

improving the legislative process. Impact on governance and public policy. Case studies in legislative process. Real-world examples of legislative processes and policies. Analysis of legislative policies and decisions. Evaluation of current and historical legislative policies and decisions.

### **UIL-PAD 302: Administration of Non-Profit Organizations (3 Units; C; L = 45)**

#### **Learning Outcomes**

At the end of the course, students should be able to:

1. Understand the history and evolution of non-profit organizations and their role in society;
2. Develop the knowledge of key concepts and theories of non-profit management, including strategic planning, leadership, and governance;
3. Develop and implement effective organizational strategies, including mission and vision statements, goals and objectives, and action plans;
4. Understand of the role of stakeholders, such as board members, volunteers, and donors, in non-profit organizations;
5. Develop the knowledge of the legal and regulatory frameworks governing non-profit organizations, including tax-exempt status, liability, and accountability;
6. Analyze and evaluate the effectiveness of non-profit organizations, including program evaluation and impact assessment;
7. Understand the importance of fundraising, grant writing, and resource development for non-profit organizations;
8. Have the knowledge of the role of non-profit organizations in promoting social justice, equality, and community development;
9. Effectively communicate with stakeholders and the public about the goals and activities of non-profit organizations; and
10. Understand the importance of ethical behaviour, transparency, and accountability in non-profit organizations.

#### **Course Contents**

Introduction to Non-Profit Organizations. Definition. History. Role. Theories of Non-profit organizations. Strategic planning. Leadership. Governance. Stakeholder Management. Board members of Non-profit organization. Volunteers. Donors. Legal and Regulatory Framework. Tax-exempt status. Liability and accountability. Organizational Effectiveness: program evaluation, impact assessment, and continuous improvement. Fundraising and Resource Development. Grant writing. Fundraising strategies. Donor relations. Social justice. Community development: the role of non-profit organizations in promoting equality and community development. Communication and Marketing: public relations, media relations, and stakeholder engagement. Ethics and Transparency. Ethical behaviour. Transparency, and accountability in non-profit organizations. Case Studies in Non-profit organizations. Practical Applications in Non-profit organization. Analysis of real-world examples and applying best practices to non-profit organizations.

## **PAD 401: Theory and Practice of Planning**

**(2 Units C: LH 30)**

### **Learning Outcomes**

After a successful completion of the course, the students should be able to:

1. state the reasons and types of planning;
2. discuss the theories of planning;
3. state the relationship between budgeting and planning;
4. examine planning methods in developed economies;
5. identify the problems and prospects of planning;
6. evaluate the emerging strategies in planning; and
7. evaluate development planning experiences in Nigeria.

### **Course Contents**

Definitions, meaning, nature, types, characteristics and processes of planning. Strategies of planning. The reasons for planning in developing countries. Planning in capitalist (market), socialist (command) and mixed (developing) economies. The models and theories of planning. The relationship between budgeting and planning. Manpower planning and utilisation. Development planning experiences in Nigeria. Emerging Strategies in planning such as the Millennium Development Goals (MDGs). Public Private Partnership (PPP) Policy. NEPAD, NEED, SERVICOM, APRM, Monetary Reforms. Obstacles to planning in Nigeria.

## **PAD 402: Public Project Management**

**(3 Units C: LH 45)**

### **Learning Outcomes**

After a successful completion of the course, the students should be able to:

1. discuss the relationship between programmes, projects and development plans;
2. explain the project life cycle;
3. determine the project appraisal techniques;
4. construct and analyze the project network diagram;
5. distinguish between different types of project appraisals; and
6. explain the role of leadership in project management.

### **Course Contents**

Definitions and meaning of a project. The interrelationships between programmes, projects and development plans. Types or classifications of projects. Importance of projects. Principles of project management. Project life cycle. Scope of the project. Identification of project activities. Estimation of Activity duration. Resource requirement and costs. Construction and Analysis of the project network diagram. Implementation of the Project. Different aspects of project appraisals such as economic, technical, organizational, managerial, cone and – financial. The methodology for social benefit cost analysis and criteria for project choice. Project environment.

Organizational aspects of project management and project management techniques such as PERT and CPM. Leadership in Project Management.

### **PAD 403: Public Policy Making and Analysis**

(3 Units C: LH 45)

#### **Learning Outcomes**

After a successful completion of the course, the students should be able to:

1. examine public policy making, implementation and evaluation;
2. identify policy actors and agenda setting;
3. evaluate the theories and models of public policy;
4. describe case studies in policy analysis; and
5. discuss problems of policy making, implementation and evaluation.

#### **Course Contents**

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 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. Selected policies in Nigeria, among which are:- General Economic and Social Development Policy, Health, Sanitation and Welfare Policy. Housing Policy. Defence and Foreign Policy. Education Policy. Agriculture and Rural Development Policy, etc.

### **PAD 404: Public Enterprises Management**

(2 Units C: LH 30)

#### **Learning Outcomes**

After a successful completion of the course, the students should be able to:

1. define the basic concepts and characteristics of public enterprises;
2. identify the role of public enterprises in national development;
3. evaluate the performance of public enterprises in Nigeria;
4. identify the factors contributing to poor performance; and
5. examine the public enterprise reforms in Nigeria.

#### **Course Contents**

Definitions and meaning of Public Enterprises. Characteristics of Public Enterprises. Classification of Public Enterprises. Objectives of public enterprises in Nigeria. Ecology of Public Enterprises. Organisation and Structure of Public Enterprises in Nigeria. The Role of Public Enterprises in National Development. Capital Structure and Funding. Performance Measurement and Control of Public Enterprises. Environment under which Public Enterprises operate in Nigeria. Relationship between State and Federal Parastatals. Factors contributing to poor performance of public enterprises. Autonomy and Accountability of Public Enterprises in Nigeria. Detailed Consideration of Commissioned Reports on Parastatals. Public Enterprises

reforms: Privatisation, Commercialisation Management Contract etc. The Impact of these reforms on Public Sector Service Delivery. Multi-National Corporations and National Development.

### **PAD 405: Workshop in Public Administration**

(2 Units C: LH 30)

#### **Learning Outcomes**

After a successful completion of the course, the students should be able to::

1. discuss the rules and regulations guiding the civil service;
2. explain the norms and languages such as priority, action, reference slips, glossary and acronyms used in public offices etc.;
3. identify office norms and languages use in organisations;
4. determine the channels of correspondence;
5. explain the concept of office abbreviations and its glossaries; and
6. prepare an annual report and handover note.

#### **Course Contents**

The purpose and use of files. The content and application of the civil service rules. The financial regulations. The financial memoranda. The stores regulations. The Public Service Regulations. The art of minuting, drafting; letter writing, and filing. The preparation of annual reports and handing over notes, etc. Office norms and languages such as priority, action and reference slips, channels of correspondence, glossary of office abbreviations, etc.

### **PAD 406: Research Project**

(6 Units C: PH 270)

#### **Learning Outcomes**

After a successful completion of the course, the students should be able to:

1. state the problems of research under investigation;
2. evaluate the literature review and theoretical framework of analysis;
3. identify sources of data;
4. develop skill in analysing and writing reports based on an empirical or library study of a specific subject matter or topic in relevant areas of Administration;
5. summarise the findings, documentation and report writing; and
6. conclude and recommend measures where necessary.

#### **Course Contents**

Developing students' skill in analysing and writing reports based on an empirical or library study of a specific subject matter or topic in relevant areas of Administration. Students should present a research-based report of not less than 2,000 words at the end of the session.

## **PAD 407: Public Finance Administration (3 Units C: LH 45)**

### **Learning Outcomes**

After a successful completion of the course, the students should be able to:

1. describe the general overview of revenue sources to governments;
2. examine the nature, scope and objectives of Public Finance Administration;
3. state differences between budget and budgeting;
4. examine accounting and auditing;
5. examine cash and treasury management;
6. identify sources and management of public debt and Nigeria's External Reserves; and
7. identify public finance administration reforms in Nigeria.

### **Course Contents**

A general overview of sources of revenue to government and public institutions (Federal, State, Local Governments, Departments and Agencies). Nature, Scope, Objectives and Processes of Public Finance Administration. Statutory Laws Governing Public Finance Administration in Nigeria. Budget and Budgeting. The Relationship between Budgeting and Development Planning. Financial Memoranda. Financial Regulations and Financial Circulars. Accounting and Auditing. Cash and Treasury Management. Public Debt Management. Foreign Exchange Management. Management of Nigeria's External Reserves. Financial Management at the State and Local Government Levels. Public Financial Management Reforms: Cashless Policy, Whistle Blowing Policy, Treasury Single Account (TSA) Policy, Integrated Personnel and Pay-roll Information System (IPPIS), Bank Verification Number, Tax Identification Number, Financial Intelligence Unit etc.

## **PAD 408: Comparative Public Administration**

(2 Units C: LH 30)

### **Learning Outcomes**

After a successful completion of the course, the students should be able to:

1. examine the benefits of studying cross-national public administration;
2. explain the rationale and significance of a comparative approach;
3. identify the limitations of comparative public administration;
4. compare public administration practices in developing nations;
5. compare public administration in Euro, Asia, America, Africa, Latin America etc.; and
6. assess impact of globalization on public administration in Nigeria.

### **Course Contents**

An overview of a cross-national study of Public Administration in developed and developing countries. Topics to be treated include: Concept and Evolution of Comparative Public Administration as a field of study. The rationale and significance of a comparative approach to the study of Public Administration. Limitations of Comparative Public Administration.

Approaches to the study of Comparative Public Administration. Differences in their social, economic and political development. Models and proposition building in Comparative Public Administration. Structure and functions of bureaucracy. Comparative analysis of Public Administration in selected advanced countries of Europe, Asia and America and comparative analysis of public administration in developing countries of Africa, Latin America and the Middle East. International administrative institutions and practices. Global fight against corruption and maladministration. Globalisation and Public Administration.

## **PAD 409: Public Service Ethics and Accountability**

(2 Units C:LH 30)

### **Learning Outcomes**

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

1. identify the rules, regulations and principles governing the behaviour of public servants and the government;
2. determine strategies on how to promote ethical performance;
3. state ethical dilemma for government officials;
4. examine the effect of unethical behaviour on service delivery and development; and
5. identify the agencies for managing ethics and accountability.

### **Course Contents**

The Nature and Operations of Nigeria's ethical Infrastructure. Accountability Mechanisms in the Public Sector. The Conceptual and Theoretical Issues comprising such Concepts as Ethics, Ethical Values/Standards, the Infrastructures of Ethics, Work Ethics, Accountability, Responsibility, Integrity, Transparency. Ethical Theories such as Consequentialist Theories (namely Utilitarianism and Hedonism); and Non-Consequentialist Theories (namely Deontological Theory and Contractarianism). It examines the existence of guidance for the expected conduct of public servants such as provision of Ethical/Core Values, Code of Conduct, and Public Service Rules. It focuses on the management of conduct of public servants by examining the performance of Anti-Corruption Agencies/Watchdog institutions such as EFCC, ICPC, Code of Conduct Bureau, Code of Conduct Tribunal, Transparency Initiatives etc. Fourthly, it takes a critical look at the control of conduct of public servants such as effectiveness of legal enforcement frameworks and types of accountability mechanisms and efficacy of accountability control measures. Case studies would focus on corruption-prone Agencies such as the Police, Customs, so-called juicy (economic) Ministries, Judiciary, Immigration, Ports, NNPC, Tax Administration Agencies, and Agencies handling statutory transfers etc.

## **PAD 411: Social and Welfare Administration in Nigeria**

(2 Units C: LH 30)

### **Learning Outcomes**

At the end of this course, the students will be enabled to:

1. state the meaning, nature and philosophy of social welfare policy;
2. identify the role of social welfare in developmental process generally;

3. evaluate the theories, models of social welfare and their applications;
4. evaluate social welfare programs in Nigeria;
5. identify the problems of social welfare administration in Nigeria;
6. Enumerate arguments for and against welfare schemes in developing countries.

## **Course Contents**

Definitions and meaning of social welfare and social welfare administration. Nature and philosophy of social policy in the context of a changing Nigerian social conditions. It examines the origin, theories and functions of the state. The welfare state and the impact of social policies on family, groups and social organisations and its implications on development generally. Social welfare concept and policies, objectives and functions of welfare services. Social rights and social services. The following specialised areas will be discussed: criminology, policies and problems in education, housing, health, poverty, destitutions, social inequality, social exclusion. Arguments for and against welfare services. Typologies and models of social welfare services. Social welfare programmes in Nigeria and problems of social welfare administration.

## **UIL-PAD 401: Conflict Management**

**(3 Units; C; L = 45)**

### **Learning Outcomes**

At the end of the course, students should be able to:

1. define the concept of conflict and conflict management;
2. identify five (5) causes of conflict;
3. adduce reasons for the inevitability of conflicts in human groupings;
4. list the five (5) forms of conflicts;
5. recall theories of conflicts;
6. explain the diverse conflict handling behaviours and apply them to real life situations;
7. outline the five (5) conflict management skills available;
8. state the various conflict management styles;
9. explain five (5) roles of communication in conflict management; and
10. practicalise the strategies for conflict management in personal life, your family, your church, your office and the society at large.

## **Course Contents**

Overview of conflict as a concept and its inevitability as a phenomenon. Forms of conflict such as intra-personal, inter-personal, intra-group, inter-group, intra-organisation, inter-organisation. Escalation and de-escalation of conflicts management. Stages of conflict. Latent, perceived, felt, manifest and conflict aftermath. Conflict manifestation. Strike, absenteeism, sabotage, labour turnover, pilfering, restriction of output and lock out. Sources of conflict (structural and personal factors). Functional and dysfunctional consequences of conflicts in organisations. Conflict management strategies. Competing, accommodating, avoiding, compromising and collaborating. Theories of conflict. Statutory machinery for dispute resolution in Nigeria. Mediator, conciliator, industrial arbitration panel and National Industrial Court (NIC). Alternative Dispute Resolution

(ADR). Collective bargaining as an internal machinery for conflict resolution. Skills for conflict management. Emotional intelligence. Interpersonal skills. Assertiveness skills. Communication skills. Self-efficacy skills. Critical thinking skills. Problem-solving skills. Peace building. Post-conflict measures.

## **UIL-PAD 402: Labour Administration**

**(3 Units; C; L = 45)**

### **Learning Outcomes**

At the end of the course, students should be able to

1. define the concepts and principles of labour administration in the public sector;
2. explain the role and responsibilities of government agencies and organizations in managing and regulating labour relations;
3. explain the impact of labour laws, policies, and regulations on workers and employers in the public sector;
4. explain the concepts and principles of collective bargaining and negotiation in the public sector;
5. discuss at least five (5) the impact of industrial disputes and conflicts on workers, employers, and the public sector;
6. explain the effectiveness of dispute resolution mechanisms and practices in the public sector;
7. discuss at least five (5) strategies for promoting fair and effective labour administration in the public sector;
8. discuss the role of labour administration in promoting social and economic justice and sustainable development;
9. explain the impact of globalization and technological change on labour administration in the public sector;
10. discuss the role of social dialogue and participation in promoting effective labour administration in the public sector.

### **Course Contents**

Introduction to Labour Administration. Definition. History. Significance of labour administration in the public sector. Labour Relations and Regulations. Collective Bargaining and Negotiation in the public sector. Industrial Disputes. Conflicts in the public sector. Role of dispute resolution mechanisms. Promoting Fair and Effective Labour Administration in the public sector. Social and Economic Justice including the protection of workers' rights and reducing income inequalities. Globalization and Technological Change in the public sector. Social Dialogue. Participation. The role of workers employers, and government agencies. Best Practices in Labour Administration. Case studies in labour administration in different public sector settings. Practical applications of best practices in labour administration in different public sector settings. Ethics and Labour Administration. Ethical implications of labour administration policies and practices. Issues related to workers' rights, social justice, and sustainable development.