



**STUDENTS HANDBOOK**  
**B.SC PUBLIC AND POLICY ADMINISTRATION**

**2023**

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## **Foreword**

Welcome to a world of endless possibilities at West Midlands Open University, where dreams become realities. We are Nigeria's pioneering private open university, with a clear purpose to prepare people for opportunities and to improve society through education. We are a vibrant academic community that believes in the power of education to transform lives and cultivate a brighter future. We are digital, and we use appropriate technologies to drive our operations and processes. We are committed to your personal growth and nurturing your potential to become a positive agent of change in the world.

Our university is deeply rooted in the principal values of empathy, truthfulness, and innovation. These values guide our actions, shape our culture, and drive us to create a better society using the programmes in our various schools. We encourage you to imbibe these values as you study at West Midlands, use the computing, managerial, social, and soft skills you would gain in any of our departments to make the world a better place.

This handbook is a comprehensive guide that will serve as your compass throughout your journey with us. It contains all the course information you will need in your department and provides an all-inclusive course description, learning outcomes, mode of assessment, grading system, rules, and regulations for all the courses you will study. Please consult the handbook for all your academic decisions. It is a valuable resource that will help you succeed in your studies. If you have any questions or concerns, please do not hesitate to reach out to your Head of Department and the Student Success Advisors. They would be happy to assist you. We are here to support you all the way.

As an open university, we are committed to academic excellence, an excellent student experience, accessibility, inclusivity, affordability, flexibility, and a strong partnership in education. We require you to pursue your studies with dedication and stay true to these commitments. Remember that quality is our watchword, and your success as an outstanding graduate is our priority.

Congratulations!

**Professor Olumide Babatope Longe**

Vice Chancellor

## **Vision of the University**

Become the most trusted tertiary education institution through world-class digital learning services and the efficacy of outcomes.

## **Mission Statement**

To offer access to a wide range of flexible, affordable, and qualitative academic programmes that empower individuals with the skills they need to thrive in today's world.

## **Philosophy of the University**

Our philosophy at West Midlands Open University is based on:

**Diversity:** West Midlands Open University is committed to creating a diverse and inclusive community where everyone feels welcome and respected. We believe that diversity is essential for innovation and excellence. We value the unique perspectives and experiences of our students, faculty, and staff. We are committed to creating a culture where everyone feels comfortable sharing their ideas and participating in the learning process.

**Cultural awareness and respect:** We believe that cultural awareness and respect are essential for a successful learning environment. We encourage our students, faculty, and staff to learn about and appreciate different cultures. We strive to create a culture where everyone feels safe and respected, regardless of their cultural background.

**High standard professional behavior:** We expect our students, faculty, and staff to uphold the highest standards of professional behavior. This means being respectful of others, being honest and ethical, and being committed to excellence. We believe that high standards of professional behavior are essential for creating a positive learning environment and for preparing students for success in the workplace.

**Intellectual curiosity and pursuit of knowledge:** West Midlands Open University is committed to fostering intellectual curiosity and the pursuit of knowledge. We encourage our students, faculty, and staff to ask questions, to challenge the status quo, and to

explore new ideas. We believe that intellectual curiosity and the pursuit of knowledge are essential for innovation and for solving the challenges of the 21st century.

**Discipline:** We believe that discipline is essential for a successful learning environment. We expect our students, faculty, and staff to be disciplined in their work and studies. This means being punctual, being prepared, and meeting deadlines. We believe that discipline is essential for developing the habits of mind necessary for lifelong learning and success.

### **Objectives of the University**

The objectives of West Midlands Open University are:

1. Accessible education of the highest standard, this goal consists of using modern technology to enhance learning experience and to make education accessible to a teeming population of Nigerians and anyone else desirous of quality education;
2. Creation of enduring values in our learners, this goal encompasses stimulating awareness of cultural values, respect for others, lifelong thirst for knowledge, and passion for excellence, all of which will be achieved through our well-rounded world-class teaching and learning materials; and
3. The production of socially responsible and leadership-oriented graduates, this goal includes encouraging a spirit of independence, pragmatism and innovativeness in our learners.

### **Our Purpose**

Equipping individuals for opportunities and enhancing society through education.

### **Core Values**

Our unwavering commitment to excellence, innovation, social responsibility, collaboration, and continuous improvement propels us toward building a better world.

### **Motto of the University**

Integrity, Leadership and Service

## **Preface**

Embark on an enriching academic journey within the Public and Policy Administration Department at West Midlands Open University. Here, we are dedicated to fostering a vibrant and intellectually engaging atmosphere, immersing students in the complexities of public administration and policy development. Our programs are meticulously crafted to not only impart knowledge but also instil practical skills and ethical perspectives vital for effective leadership in the public service arena. This department invites you to explore the dynamic realms of public administration, policy analysis, and governance, aiming to shape individuals into conscientious professionals ready to make lasting contributions to communities and societies on a broader scale. Join us as we delve into the heart of public service excellence and leadership.

This is the first edition of the Department's handbook. It follows the National Universities Commission's Minimum Academic Standards (NUC) in line with the Core Curriculum Minimum Academic Standards (CCMAS). This handbook is intended to serve as a guide for our students. It also provides clear objectives and learning outcomes for our courses leading to the Bachelor of Science degrees in Public and Policy Administration. The handbook also includes information about the Department's administration, graduation requirements, rules and regulations for course registration, course listings, and detailed individual course descriptions.

On behalf of the Public and Policy Administration Department, I extend a warm welcome as you embark on your academic journey in the field of economics. Congratulations on your admission to one of the most pertinent degree programs of the millennium.

**Dr. Adenuga Oluwatoun Esther**

Head of Department,

Department of Public and Policy Administration



## **1.0 About the Programme**

At the heart of the Public and Policy Administration Department lies a profound belief in the transformative power of public service leadership. Our meticulously crafted programs are designed to equip you with a comprehensive understanding of public administration, policy analysis, and governance. Immerse yourself in the intricacies of public policy development, ethical decision-making, and effective governance strategies.

Our commitment extends beyond imparting theoretical knowledge; we are dedicated to cultivating practical skills and ethical principles that are indispensable for navigating the complexities of the public sector. Our goal is to nurture individuals who not only comprehend the intricacies of public service but also possess the leadership acumen to drive positive change in communities and beyond.

Step into a dynamic academic environment where you will engage with thought-provoking ideas, collaborate on real-world challenges, and emerge as a well-rounded professional prepared to tackle the diverse issues faced by societies today. At the Public and Policy Administration Department, we strive to shape the leaders of tomorrow, individuals committed to making a meaningful impact on the world through effective public service.

### **1.1 Name of the Programme:**

B.Sc. Public and Policy Administration

### **1.2 Code of the Programme**

All Public Policy and Administration courses are designated "PAD". Faculty courses are designated "AMS " while General studies courses are designated "GST" and "ENT"

### **1.3 Description of the Programme and Duration**

A Bachelor of Science (BSc) Degree in Public Policy and Administration from WMOU is earned over a four session period.

### **1.4 Semester Duration**

Each session comprises two (2) Semesters. A semester is divided into 8 weeks of classes, one week for mid semester break, one week for out of class experience and project based learning, two weeks of revision and two weeks for final examinations. Students who chose the part time mode will require a minimum of eight sessions to complete the BSc programme in Public Policy and Administration.

## **2.0 Programme Philosophy, Vision and Mission**

### **2.1 Philosophy**

The philosophy of the Public and Policy Administration Department is grounded in the belief that effective governance and public service leadership are integral to the well-being and progress of societies. We are dedicated to fostering a deep understanding of public administration principles, policy analysis, and ethical decision-making among our students. Our philosophy emphasizes the importance of nurturing individuals who not only possess theoretical knowledge but also practical skills, ethical values, and a commitment to social responsibility.

At the core of our philosophy is the recognition that public administrators play a crucial role in shaping policies, implementing strategies, and fostering good governance. We strive to instill in our students a sense of civic duty, leadership, and a dedication to contributing positively to the communities they serve. The Public and Policy Administration Department aims to produce graduates who are not only well-versed in the theories of public administration but are also equipped to address the evolving challenges and complexities of governance in the modern world.

Through a curriculum that integrates theoretical insights with practical applications, we seek to empower our students to become ethical, effective, and innovative leaders in the field of public service. Our philosophy is anchored in the belief that educated and responsible public administrators are essential for creating positive societal impact and promoting the common good.

## **2.2 Vision**

The vision of the Public and Policy Administration Department at West Midlands Open University is to be recognized as a leading institution in the field, committed to nurturing visionary leaders and administrators. We aim to cultivate a dynamic learning environment that fosters excellence in public service, policy analysis, and governance. Our vision is to empower students with the knowledge, skills, and ethical values necessary to address contemporary challenges in public administration and contribute meaningfully to the betterment of society.

In pursuit of this vision, we aspire to develop a curriculum that reflects the latest advancements in public policy, administration, and governance. We aim to create a vibrant academic community that encourages critical thinking, research, and community engagement. Our vision is to produce graduates who not only excel in their roles as public administrators but also actively contribute to the development and implementation of policies that positively impact communities at local, national, and global levels.

Furthermore, we envision our department as a hub for interdisciplinary collaboration, where students and faculty engage in research and initiatives that address pressing societal issues. Through innovative educational approaches, practical experiences, and a commitment to diversity and inclusion, we seek to prepare our students to become leaders who can navigate the complexities of public administration, inspire positive change, and contribute to the advancement of public service practices worldwide.

## **2.3 Mission**

The Public and Policy Administration Department at West Midlands Open University is on a mission to provide a transformative and comprehensive education, preparing students for impactful careers in public service, policy analysis, and administration. This mission is guided by key principles such as delivering high-quality and relevant curricula, instilling ethical values and integrity, fostering innovation and research, promoting community engagement, and creating an inclusive learning environment that celebrates diversity and equal opportunities. Through these initiatives, the department aims to empower graduates to become ethical, informed, and effective leaders in the public sector, contributing positively to the well-being of society.

## **3.0 Aim and Objectives**

### **3.1 Aim**

The aims of the Public and Policy Administration Department at West Midlands Open University are:

1. To provide students with a thorough understanding of public administration theories, policies, and practices.
2. To equip students with analytical and critical thinking skills necessary for effective policy analysis and implementation.
3. To foster ethical leadership qualities and a commitment to public service among students.
4. To promote research and innovation in the field of public and policy administration.
5. To cultivate a global perspective and cultural competence in addressing contemporary public challenges.
6. To engage students in practical experiences and community-based projects to enhance their real-world application of knowledge.
7. To create an inclusive and diverse learning environment that prepares students to navigate complexities in public administration with sensitivity and awareness.

### **3.2 Objectives:**

Upon successful completion of the Public and Policy Administration program at West Midlands Open University, students will achieve the following objectives:

1. Attain a solid foundation in public administration, policy analysis, and governance.
2. Develop advanced skills in research, data analysis, and evidence-based decision-making.
3. Embrace ethical values and principles crucial for effective public service, emphasising accountability and transparency.
4. Gain practical experience through internships, fieldwork, and engagement with public organisations.
5. Cultivate interdisciplinary perspectives to address public policy challenges with a holistic approach.
6. Enhance leadership and management skills essential for effective public administration and policy implementation.
7. Acquire a global awareness of issues impacting local governance and public policy.
8. Be well-prepared for diverse careers in public service, policy analysis, non-profit organisations, and related fields through a comprehensive and relevant curriculum.

### **3.3 General Learning Outcomes**

Upon successful completion of the Public and Policy Administration program at West Midlands Open University, graduates will emerge as transformative public service leaders equipped with the following:

1. **Critical Thinkers:** Graduates will possess the ability to critically analyze and evaluate public policies, programs, and administrative practices using various analytical frameworks, enabling them to make informed decisions that address societal challenges.
2. **Effective Communicators:** Graduates will demonstrate exceptional written and oral communication skills, enabling them to convey complex policy issues, proposals, and recommendations to diverse stakeholders, fostering transparency and collaboration.
3. **Ethical Leaders:** Graduates will uphold ethical principles and values in public administration, exhibiting leadership qualities that prioritise accountability, transparency, and social responsibility, ensuring that public service is conducted with the utmost integrity.
4. **Research Proficient:** Graduates will possess advanced research skills, including the ability to conduct policy research, analyse data, and draw evidence-based conclusions to inform decision-making, ensuring that policies are grounded in sound evidence.
5. **Interdisciplinary Thinkers:** Graduates will foster interdisciplinary perspectives by integrating knowledge from diverse fields, such as economics, sociology, and political science, to address complex public policy challenges from a holistic perspective.
6. **Globally Minded:** Graduates will develop a global perspective on public administration and policy issues, understanding the interconnectedness of global and local governance, enabling them to navigate the complexities of a rapidly changing world.
7. **Policy Implementation Experts:** Graduates will gain practical skills in policy implementation, project management, and organisational leadership within the public sector, ensuring that policies are translated into effective and impactful programs.
8. **Adaptable Innovators:** Graduates will cultivate adaptability and innovation, enabling them to respond effectively to evolving societal needs, technological advancements, and emerging policy challenges, contributing to a dynamic and responsive public service.
9. **Community-Engaged Leaders:** Graduates will actively engage with communities and stakeholders, understanding their needs and incorporating feedback, to

collaboratively develop effective and inclusive policies, ensuring that public service reflects the voices of those it serves.

10. Exemplary Public Servants: Graduates will demonstrate professionalism in public service, adhering to high standards of conduct, integrity, and commitment to the public interest, upholding the ethical foundations of public service and earning the trust of the communities they serve.

### **3.4 Unique Features of the Programme**

The Public and Policy Administration program at West Midlands Open University incorporates several unique features that distinguish it from other programs. These include:

1. An interdisciplinary approach that integrates insights from political science, economics, sociology, and other relevant fields to provide a comprehensive understanding of public administration and policy.
2. A strong emphasis on practical application, allowing students to engage in real-world policy scenarios through case studies, simulations, and internships, ensuring they are well-prepared for the challenges of public administration.
3. A global perspective that addresses international and comparative dimensions of public policy and administration, preparing students for a diverse and interconnected world.
4. Dedicated policy analysis laboratories equipped with the latest technology and tools, enabling students to conduct in-depth analyses and simulations related to contemporary policy issues.
5. Active participation in community engagement initiatives, working on projects that contribute to the betterment of local communities. This hands-on experience enhances their practical skills and fosters a sense of social responsibility.
6. A flexible program that allows students to tailor their coursework to align with specific areas of interest within public administration and policy.

7. Access to research opportunities, contributing to ongoing policy research projects within the department and gaining experience in applied research methodologies.
8. Robust support for professional development, including workshops, seminars, and networking events, connecting students with potential employers and mentors in the public administration sector.

### **3.5 Employability Skills**

The Public and Policy Administration program at West Midlands Open University is designed to provide students with a comprehensive set of employability skills, ensuring their readiness for successful careers in diverse sectors such as the public service and non-profit organisations. Graduates develop robust analytical and critical thinking abilities, enabling them to navigate intricate policy issues, assess alternative solutions, and make well-informed decisions crucial for effective public administration. Also a significant emphasis is placed on honing effective written and verbal communication skills. This prepares graduates to articulate complex ideas, policies, and recommendations with clarity and persuasiveness, catering to a variety of stakeholders.

The program further instils leadership and management skills essential for navigating the complexities of public administration. Students learn to lead teams, efficiently manage resources, and overcome organisational challenges. The curriculum places a strong emphasis on research skills, encompassing data collection, analysis, and interpretation. Graduates are equipped with the ability to apply rigorous research methodologies, ensuring they can gather and assess information for evidence-based policymaking.

The program focuses on ethical considerations in public administration, ensuring graduates are well-versed in making ethically sound decisions and upholding the highest standards of integrity in their professional roles. Graduates cultivate strong interpersonal skills, fostering effective collaboration and communication within diverse teams and with various stakeholders involved in the public administration process. Students acquire project management skills, enabling them to plan, execute, and monitor projects efficiently. This proficiency ensures the successful implementation of policies and initiatives within the public sector.



## **4.0 Programme Requirements**

### **4.1 Admission requirements**

- For entry at 100 level, the candidate is expected to have Five Ordinary Level (O/L) credit passes at not more than two sittings, including English Language, Mathematics, Economics, and two other social science-related subjects.
- For entry into 200 level, the candidate is expected to have a minimum of any of the following
  - 1 A-level Credit in English Language, Mathematics, Economics, Government, etc
  - 2 Upper Credit at Ordinary National Diploma OND from a recognised institution in Office Technology, Mass Communication, Business Studies, or any related field.
- For entry into 300 level, the candidate is expected to have a minimum of any of the following;
  1. A minimum of lower credit at the Higher National Diploma HND from a recognised institution in Office Technology, Mass Communication or any related field.

### **4.2 Graduation requirements**

The minimum number of credit units for the award of B.Sc. Public and Policy Administration degree is 120 units. A student shall therefore qualify for the award of a degree when she/he has met the conditions. The minimum credit load per semester is 15 credit units.

For the purpose of calculating a student's Cumulative Grade Point Average (CGPA) in order to determine the class of degree to be awarded, grades obtained in all the courses whether compulsory or optional and whether passed or failed must be included in the computation. Even when a student repeats the same course once or more before

passing it or substitutes another course for a failed optional course, grades scored at each and all attempts shall be included in the computation of the GPA

### **5.0 Programme Structure and Degree Rules**

In accordance with University regulations for the conferment of a B.Sc. degree in Public and Policy Administration, students must accrue a minimum of 120 credit units. The curriculum comprises a combination of compulsory and elective courses. Each semester, students are required to register for a minimum of 15 credit units, with a maximum limit of 24 credit units. However, in exceptional cases, the maximum credit unit restriction may be waived by the Head of the Department, acting on behalf of the Senate, to align with the Open and Distance Learning (ODL) model of the University.

**Compulsory Courses (C):** These courses are fundamental to the successful completion of the program and are integral to the final grade calculation, irrespective of the number of attempts permitted by the program.

**Elective Courses (E):** Students are afforded the flexibility to choose elective courses based on their interests and guidance from their course advisor. These additional courses complement the degree requirements, and successful completion is recommended as they contribute to the overall final grade.

### **6.0 Deferment**

In order to request a deferral for either a semester or an entire session, students are required to complete and submit a formal application to the Vice-Chancellor. This application should follow a process involving review and approval by the Head of Department and the Dean of Faculty, with the final decision resting with the Senate. To ensure timely consideration and approval, it is crucial to submit the application well in advance.

Grounds for requesting deferment include:

- (i) Issues related to admission
- (ii) Health-related concerns
- (iii) Emotional stress
- (iv) Other exceptional circumstances

## **7.0 Examination Guidelines**

Following the conclusion of each semester, examinations are typically administered, which may encompass written tests, oral assessments, practical evaluations, CBT proctoring, project submissions, or a combination of these, as sanctioned by the Senate. The examination outcomes generally encompass the assessment of Continuous Assessment (C.A.) from coursework..

### **7.1 Eligibility to write End of Semester Examination**

In order to qualify for examinations, it is compulsory to have a minimum online participation/completion rate of 75% in all classes, tutorials, laboratories, and other pertinent activities.

### **7.2 Examination Conduct**

1. Examinations are supervised at designated West Midlands Open University CBT centres. Students are required to be present at the examination venue a minimum of 30 minutes before the scheduled exam time. Late entry is permitted up to 30 minutes after the exam has commenced, but no additional time will be granted. During the first hour and the final 15 minutes of the examination, students are not allowed to leave the venue.
2. If a student needs to leave the examination room, re-entry is allowed only if they have been continuously observed by an Invigilator/Assistant Invigilator.
3. For each examination, students must carry and display their ID card and Examination Card on their desks, signing the provided Attendance List with their name and matriculation number.
4. The examination room strictly prohibits the presence of books, printed materials, written documents, or unauthorised items, except as allowed by the exam paper

regulations. Students are not permitted to offer or receive assistance from other students or use unauthorised devices during the examination.

5. If a student is suspected of violating these rules, cheating, or engaging in disruptive behaviour, the Department should promptly report the incident to the Faculty Examination Officer and the Dean. The Dean will initiate an investigation and report to the Board of Examiners. The student involved will be allowed to continue the examination unless their actions cause further disturbance. The Board of Examiners may subsequently recommend to the Faculty Board and Senate whether the student's exam should be accepted and any further actions to be taken.

6. Students are instructed to clearly write their examination number at the top of the cover of each answer booklet or a separate sheet of paper if required. The use of scrap paper is not allowed; all rough work should be completed in the answer booklet, which should be submitted to the invigilator. No printed question papers or any other provided materials should be taken from the examination room or defaced.

7. At the conclusion of the designated examination time, students must cease writing upon the invigilator's instruction and allow for the collection of their answer scripts.

### **7.3 Discipline**

The examination regulation outlined above is binding on all students, and any violation of these rules will result in serious consequences, as specified below:

1. Expulsion from the University: The following offences will lead to expulsion:
  - a. Impersonation during examinations, which includes exchanging examination numbers, name/answer sheets, or intentionally using someone else's examination number.
  - b. Exchanging relevant materials in the examination hall, such as question papers containing relevant jotting and materials.
  - c. Exchanging answer scripts.

- d. Introducing unauthorised materials into the examination hall.
2. Rustication for one academic year: The following offences will result in rustication for one academic session:
- a. Non-submission or incomplete submission of answer scripts.
  - b. Collaboration or copying from other students.
3. Written Warning: The following offences will warrant a written warning:
- a. Speaking or engaging in conversation during the examination.
  - b. Writing on question papers.

These punishments are in place to ensure the integrity of the examination process and to discourage any form of misconduct or cheating. Students are expected to adhere to these rules and regulations strictly to maintain academic honesty and uphold the West Midlands Open University's standards.

### 8.0 Grading System

Continuous assessment comprising tests, assignments, and other suitable methods contributes 40% to the overall evaluation during the semester. The examination conducted at the end of the semester holds a weightage of 60%. The final grade for each course is determined based on a total of 100% marks, combining both continuous assessment and end-of-semester examination results. The score from each course is assigned appropriate letter grade as follows:

(i) Credit Units	(ii) Percentile Scores	(iii) Letter Grades	(iv) Grade Points (GPA)	(v) Grade Point Average	(vi) Cumulative Grade Point Average	(vii) Class of Degree
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				(GPA)	(CGPA)	
Vary according to contact hours assigned to each course per week per semester and according to workload carried by each student	70 - 100	A	5	Derived by multiplying (i) and (iv) and dividing by Total Credit Units	4.50 – 5.00	First Class
	60 - 69	B	4		3.50 4.49	2 <sup>nd</sup> Class Upper
	50 - 59	C	3		2.40 – 3.49	2 <sup>nd</sup> Class Lower
	45 - 49	D	2		1.50 2.39	Third Class
	40 - 44	E	1		1.00 1.49	Pass Degree
	0 – 39	F	0		-	-

### 8.1 Academic Standing Categories: Clear, Warning, Probation, and Withdrawal

The academic standing of students is determined by their Cumulative Grade Point Average CGPA , with the minimum acceptable CGPA set at 1.00.

1. Clear Academic Standing: To be in Clear Academic Standing, a student must maintain a CGPA of not less than 1.00.
2. Warning: A warning is issued to a student whose CGPA falls below the minimum tolerable level for the first time. This warning is typically communicated through verbal advice by the Level Coordinator, ensuring the student understands the

implications of falling below the minimum CGPA in the subsequent semester examinations.

3. **Academic Probation:** Academic Probation is assigned to a student who fails to maintain a minimum CGPA of 1.00 by the end of the session. The probationary status can be reversed if the student achieves a CGPA of at least 1.00 in any subsequent semester after the first year. The responsibility for reversing the probationary status lies with the student. The University will provide a written preliminary notice of poor academic standing to the student.
4. **Withdrawal for Academic Failure:** If a student fails to maintain a CGPA of 1.00 for two 2 consecutive Academic Sessions at the end of any session, they will be required to withdraw from the academic program due to academic failure.

## **9.0 Departmental Issue Resolution Process**

The procedure for handling student-related matters includes the following stages:

1. In the initial step, students are advised to either report via email or hold a discussion regarding their concerns with their Course Level Coordinator or Academic Student Adviser.
2. If the issue surpasses the purview of the Coordinator or Student Adviser, it will be elevated to the Examination Officer in the case of academic concerns, or to the Head of Department.
3. In cases where a resolution cannot be reached through the preceding steps, the matter will be formally brought to the attention of the Dean of the Faculty for additional review and resolution.

## 10.0 Outline of Course Structure

### 100 Level 1st Semester

S/N	Course Code	Course Title	Credit Unit	Status	LH	PH
1	GST 101	Use of English and Communication Skills	2	Core	15	45
2	ECO 101	Principles of Economics I	2	Core	30	
3	COM 101	Introduction to Computers	2	Core	30	
4	PAD 101	Elements of Public Administration	3	Core	45	
5	GST 109	Use of Library and ICT skills	2	Core	30	
6	PSY101	Introduction to Psychology	2	Elective	30	
7	AMS 101	Basic Mathematics	2	Elective	30	
8	BUA 101	Introduction to Business I	2	Core	30	

Electives: 4 credits only required

### 100 Level 2nd Semester

S/N	Course Code	Course Title	Credit Unit	Status	LH	PH
1	GST 102	Nigerian People and Culture	2	Core	30	
2	ECO 102	Principles of Economics II	2	Core	30	
3	PAD 102	Introduction to Political Science	3	Core	45	
4	AMS 102	Principles of Management	2	Core	30	
5	PAD 106	Elements of Government	2	Core	30	
6	AMS 104	Principles of Project Management	2	Core	30	
7	BUA 102	Introduction to Business II	2	Core	30	

Electives: 4 credits only required



**200 Level 1st Semester**

S/N	Course Code	Course Title	Credit Unit	Status	LH	PH
1	ECO 203	Macroeconomics Theory I	2	Core	30	
2	PAD 201	Introduction to Public Administration	3	Core	45	
3	PAD 205	Office Administration	2	Core	30	
4	GST201	Philosophy, Logic, and Human Existence	2	Core	30	
5	BUA 205	Leadership and Corporate Governance	2	Core	30	
6	PAD 203	Public Law	3	Core	45	
7	ENT 211	Entrepreneurship and Innovation	2	Core	15	45

Electives: 2 credits only required

**200 Level 2nd Semester**

S/N	Course Code	Course Title	Credit Unit	Status	LH	PH
1	PAD 212	Rural and Community Development	2	Core	30	

2	PAD 202	Nigerian Government and Administration	2	Core	30	
3	PAD 208	Theory and Practice of Budgeting	2	Core	30	
4	PAD 204	Public Organization and Management	3	Core	45	
5	PAD 206	Public Sector Planning	3	Core	45	
6	PAD 214	Philosophy and Methods of Political Science	3	Core	45	

Electives: 6 credits only required

### 300 Level 1st Semester

S/N	Course Code	Course Title	Credit Unit	Status	LH	PH
1	PAD 301	Administrative Theory	2	Core	30	
2	PAD 303	International Administration	2	Core	30	
3	PAD 305	Public Administration Personnel	3	Core	45	
4	PAD 309	Comparative Government Local	2	Core	30	
5	PAD 311	Public Finance	2	Core	30	
6	PAD 313	Administrative Law	2	Core	30	
7	PAD 307	Research Methods	3	Core	45	

Electives: 2 credits only required

### 300 Level 2nd Semester

S/N	Course Code	Course Title	Credit Unit	Status	LH	PH
1	ENT 312	Venture Creation	2	Core	15	45
2	GST 312	Peace and Conflict Resolution	2	Core	30	
3	PAD 302	Administrative Behaviour	2	Core	30	
4	PAD 308	E-Governance	2	Core	30	

5	PAD 310	Intergovernmental Relations	2	Core	30	
6	PAD 312	Traditional Administrative system in Nigeria	2	Core	30	
7	PAD 304	Seminar	1	Core	30	
8	PAD 306	Development Administration	2	Core	30	

Electives: 2 credits only required

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#### 400 Level 1st Semester

S/N	Course Code	Course Title	Credit Unit	Status	LH	PH
1	PAD 401	Theory and Practice of Planning	2	Core	30	
2	PAD 403	Public Policy Analysis	3	Core	45	
3	PAD 405	Workshop in Public Administration	2	Core	30	
4	PAD 409	Public Service Ethics and Accountability	2	Core	30	
5	PAD 411	Social and Welfare Administration in Nigeria	2	Core	30	
6	PAD 413	Contemporary Strategic Thoughts	2	Elective	30	
7	PAD 407	Public Finance Administration	3	Core	45	

Electives: 2 credits only required

#### 400 Level 2nd Semester

S/N	Course Code	Course Title	Credit Unit	Status	LH	PH
1	PAD 402	Public Project Analysis and Management	2	Core	45	

2	PAD 404	Public Management Enterprises	2	Core	30	
3	PAD 406	Research Project	6	Core	-	270
4	PAD 412	Conflict Management	2	Core	30	
5	PAD 414	Administration and ICT	2	Core	30	
6	PAD 408	Comparative Public Administration	2	Core	30	

-Electives: 1 Credit only required

### 11.0 Summary of Distribution of Course Credit at all Levels

Level	GST and Other General Courses	Subject /Specialization Area		Total
		Compulsory	Elective	
100	6	16	8	30
200	2	20	8	30
300	2	23	4	29
400	0	27	3	30
<b>Total</b>	<b>10</b>	<b>86</b>	<b>23</b>	<b>129</b>

## 12.0 Curriculum/Syllabus of all Courses in the Programme

### 100 Level Courses

<b>Course code</b>	<b>GST 101</b>
<b>Course title</b>	Use of English and Communication Skills
<b>Weight</b>	2 Units C; LH 15; PH 45
<b>Learning Outcomes</b>	<p>On successful completion of this course, students will be able to:</p> <ol style="list-style-type: none"><li>1. Understand the importance of English and communication skills in various personal and professional contexts.</li><li>2. Demonstrate a solid foundation in English grammar, vocabulary, and sentence structure.</li><li>3. Employ effective reading strategies to comprehend and analyse different types of texts.</li><li>4. Enhance their listening skills and effectively interpret spoken English.</li><li>5. Develop clear and coherent writing skills for different purposes and audiences.</li><li>6. Utilise idiomatic expressions and expand their vocabulary to enhance communication.</li><li>7. Apply active listening and non-verbal communication skills in interpersonal interactions.</li><li>8. Engage in effective oral communication, including presentations, group discussions, and debates.</li><li>9. Apply business communication skills, such as writing professional emails and conducting meetings.</li><li>10. Demonstrate practical interpersonal skills, including empathy, conflict resolution, and cultural sensitivity.</li><li>11. Employ digital communication skills and media literacy to navigate online platforms and evaluate information.</li><li>12. Prepare for job interviews and effectively communicate their qualifications and experiences.</li><li>13. Demonstrate an understanding of netiquette, ethical communication, and responsible use of technology.</li><li>14. Develop critical thinking skills to analyse and evaluate written and spoken content.</li></ol>

	<p>15. Engage in self-reflection and continuous improvement of their English and communication skills.</p> <p>16. Identify possible sound patterns in the English language to enhance pronunciation and communication.</p> <p>17. List notable language skills, including listening, speaking, reading, and writing, and demonstrate proficiency in each area.</p> <p>18. Classify word formation processes, such as affixation, compounding, conversion, and blending, to expand vocabulary and understand word relationships.</p>
<b>Course content</b>	Introduction to English and Communication Skills. Building Strong Foundations in English. Enhancing Vocabulary and Idiomatic Expressions. Developing Effective Writing Skills. Mastering Oral Communication. Listening and Comprehension Skills. Effective Business Communication. Interpersonal Skills and Building Relationships. Effective Interviewing Skills. Digital Communication and Media Literacy.

<b>Course code</b>	ECO 101
<b>Course title</b>	Principles of Economics I
<b>Weight</b>	3 Units C LH 30
<b>Learning Outcomes</b>	<p>Upon successful completion of this module, students will be able to:</p> <ol style="list-style-type: none"> <li>1. identify the basic concepts in economics, including scarcity, choice and scale of preference; basic laws of demand and supply;</li> <li>2. Define economics, state its importance, and enunciate assumptions based on the definitions.</li> <li>3. Define the basic concepts in economics, including scarcity, choice and scale of preference; basic laws of demand and supply;</li> </ol>

	<ol style="list-style-type: none"> <li>4. State why and how an available choice leads to decision-making and relate basic economic concepts and problems.</li> <li>5. Explain the nature of elasticity and its applications, as well as short and long-run production functions;</li> <li>6. Discuss pricing of factors of production and market structure consisting of perfect competitive market and imperfectly competitive markets.</li> <li>7. Enumerate the importance of basic economics questions and know how to answer the questions in the decision-making process rationally.</li> <li>8. List and explain various methods of solving economic problems which lead to different types of economies.</li> <li>9. Differentiate between the different types of economies and know the weaknesses and strengths of each economic method.</li> <li>10. Explain how firms transform resources allocated (input) into product (output) and understand the circular flow of supply and demand between households and firms.</li> <li>11. Discuss price mechanism, explain the demand for a commodity concerning price changes and elucidate on factors that determine the quantity demanded and supplied.</li> <li>12. Define elasticity concerning demand and supply.</li> </ol>
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<b>Course content</b>	Introduction to Microeconomics. Economic Problems. Economic System Demand. Theory of Demand Supply. Concept of Factor Pricing and Output. Concept of Production and Market Structure. Production Function/System, Theory of comparative cost. Concept of Marginal Product, Short Run Cost and Long Run Cost.
<b>Course code</b>	<b>COS 106</b>
<b>Course title</b>	Introduction to Computers
<b>Weight</b>	2 Units C LH 30

<b>Learning Outcomes</b>	<p>On successful completion of this module, students will be able to:</p> <ol style="list-style-type: none"> <li>1. Explain the basic components of computers and other computing devices;</li> <li>2. Describe the various applications of computers;</li> <li>3. Explain information processing and its roles in the society;</li> <li>4. Describe the Internet, its various applications and its impact;</li> <li>5. Explain the different areas of the computing discipline and its specialisations and</li> <li>6. Demonstrate practical skills in using computers and the Internet.</li> <li>7. Understand the principles of problem-solving and algorithm design</li> <li>8. Understand the basics of programming languages.</li> <li>9. Understand data structures and algorithms</li> <li>10. Understand the different operating systems</li> <li>11. Understand computer networks</li> <li>12. Understand the ethical and social implications of computing</li> </ol>
<b>Course content</b>	<p>Historical prospective of computing- characteristics of each programmes 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.</p>

<b>Course code</b>	PAD 101
<b>Course title</b>	Elements of Public Administration
<b>Weight</b>	3 Units C LH 45



<p><b>Learning Outcomes</b></p>	<p>Upon successful completion of this course, students will be able to:</p> <ol style="list-style-type: none"> <li>1. Describe the nature and functions of public administration.</li> <li>2. Identify the different approaches to the study of public administration.</li> <li>3. Explain the role of public administration in national development.</li> <li>4. Discuss the forms of control over public administration.</li> <li>5. Compare and contrast public administration with private administration.</li> <li>6. Analyse the role of public administration in globalisation.</li> <li>7. Evaluate the effectiveness of public administration.</li> <li>8. Students will be able to explain the role of public administration in economic development, including providing infrastructure, education, and healthcare and formulating and implementing economic policies.</li> <li>9. Identify and explain the key features of the different schools or conceptual approaches to studying public administration.</li> <li>10. Identify and explain the key features of the goal, system, and decision-making models of public administration.</li> <li>11. Students will be able to identify and explain the key features of the classical, human relations, and sociological models of public administration.</li> <li>12. Students will be able to explain the relationship between public administration and other social sciences, such as economics, political science, sociology, psychology, and law.</li> <li>13. Identify and explain the key features of legislative oversight, judicial review, and executive oversight.</li> </ol>
<p><b>Course content</b></p>	<p>Nature of Public Administration. Ecology of Public Administration. Functions of Public Administration. Role of Public Administration in National Development. Schools or Conceptual Approaches to the Study of Public Administration. Theories of Public Administration (1). Theories of Public Administration (2). Public Administration and Other Social Sciences. Forms of Control over. Administration (1). Forms of Control over. Administration (2)</p>

<b>Course code</b>	GST 109
<b>Course title</b>	Use of Library and ICT skills
<b>Weight</b>	2 Units C LH 30
<b>Learning Outcomes</b>	<p>On successful completion of this module, students will be able to:</p> <ol style="list-style-type: none"> <li>1. Demonstrate a comprehensive understanding of information literacy and its importance.</li> <li>2. Effectively search, retrieve, and evaluate information from various sources.</li> <li>3. Understand the different types of library resources and their utilisation.</li> <li>4. Use their digital literacy and ICT skills for academic and professional applications.</li> <li>5. Develop critical thinking and problem-solving abilities through research and information analysis.</li> <li>6. Foster ethical and responsible use of information and technology.</li> </ol>
<b>Course content</b>	<p>Overview of library. Types of library. Sources of Information. Cataloging and Classification. Library rules and regulations. Introduction to information and communication technology (ICT). Introduction to Computer. Internet. Introduction to Network. Computer Threats.</p>

<b>Course code</b>	PSY101
<b>Course title</b>	Introduction to Psychology
<b>Weight</b>	2 Units E LH 30

<p><b>Learning Outcomes</b></p>	<p>On successful completion of this module, students will be able to:</p> <ol style="list-style-type: none"> <li>1. Discuss the aims of studying psychology;</li> <li>2. Discuss and critically evaluate the schools of Psychology;</li> <li>3. Discuss the historical antecedents to modern Psychology;</li> <li>4. Explain different areas of specialisation in Psychology;</li> <li>5. Identify and describe the methods of investigation, data collection and principles that guide scientific research;</li> <li>6. Discuss the relationship between psychology and other disciplines; and</li> <li>7. Critically evaluate the controversies in psychology.</li> <li>8. Explain the role of psychology in society. This includes understanding how psychology can be used to promote mental health, prevent crime, and improve educational outcomes.</li> <li>9. Apply psychological principles to everyday life. This includes understanding how to use psychological concepts to improve your own well-being and the well-being of others.</li> <li>10. Evaluate the ethical implications of psychological research. This includes understanding the ethical standards that govern psychological research and being able to critically evaluate the ethics of specific research studies.</li> <li>11. Communicate effectively about psychology. This includes being able to write and speak about psychology in a clear and concise way and being able to communicate effectively with people from different backgrounds.</li> <li>12. Use technology to support psychological research and practice. This includes understanding how technology can be used to collect data, analyse data, and disseminate research findings.</li> <li>13. Engage in lifelong learning about psychology. This includes being aware of new developments in the field of psychology and being willing to continue learning about psychology throughout your life.</li> </ol>
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<b>Course content</b>	Introduction to Psychology. Later Schools of Psychology. Fields of Psychology. Psychology as a Scientific Discipline. Relationship Between Psychology and Other Disciplines. Current Issues in Psychology. The Role of Psychology in Society. The Ethical Implications of Psychological Research. The Use of Technology in Psychology. The Future of Psychology.

<b>Course code</b>	AMS 101
<b>Course title</b>	Basic Mathematics
<b>Weight</b>	2 Units E LH 30
<b>Learning Outcomes</b>	On successful completion of this module students will be able to: <ol style="list-style-type: none"> <li>1. define the basic concepts of mathematics;</li> <li>2. apply mathematics in the field of management;</li> <li>3. perform basic computations in Algebra, differential calculus and integral calculus; and</li> <li>4. develop problem-solving skills from the mathematical ideas learnt.</li> </ol>

<b>Course content</b>	Introduction to Number Systems and Exponents. Surds, Logarithms and Polynomial Fundamentals. Advanced Polynomial Concepts and Inequalities. Partial Fractions, Fields and Ordered Fields. Inequalities, Mathematical Induction and Combinatorics. Binomial Theorem, Sequences and Series. Quadratic Equations, Complex Numbers, and Trigonometry. Trigonometry Fundamentals and Identities. Advanced Trigonometry and Differentiation. Differentiation and Integration Techniques.
<b>Course code</b>	BUA 101

<b>Course title</b>	Introduction to Business I
<b>Weight</b>	2 Units C LH 30
<b>Learning Outcomes</b>	<p>On successful completion of this module, students will be able to:</p> <ol style="list-style-type: none"> <li>1. Demonstrate a comprehensive understanding of various forms of business ownership, ethical considerations, and the role of social responsibility in business decision-making.</li> <li>2. Apply effective communication strategies in a business context, including written, verbal, and non-verbal communication, while identifying and overcoming barriers to communication.</li> <li>3. Analyse and evaluate key management and leadership principles, including the functions of management and different leadership styles, to effectively contribute to organisational success.</li> <li>4. Evaluate economic theories and their implications for business operations, demonstrating an understanding of macroeconomic and microeconomic concepts and their relevance in decision-making.</li> <li>5. Interpret financial statements, utilise cost accounting techniques, and analyse marketing strategies to make informed business decisions and contribute to organisational growth.</li> </ol>
<b>Course content</b>	Overview of Business. Types of Business Operations. Business Ethics and Social Responsibility. Business Planning and Strategy. Management and Leadership. Economics for Businesses. Accounting and Financial Statements. Marketing. Business Communication. Legal and Regulatory Environment

### 100 Level 2nd Semester

<b>Course code</b>	GST 102
<b>Course title</b>	Nigerian People and Culture
<b>Weight</b>	2 Units C LH 30

<b>Learning Outcomes</b>	<p>On successful completion of this module, students will be able to:</p> <ol style="list-style-type: none"> <li>1. Analyse the historical foundation of the Nigerian culture and arts in pre-colonial time</li> <li>2. List and identify the major linguistic groups in Nigeria</li> <li>3. Analyse the concepts of Trade, Economic and Self-reliance status of the Nigerian peoples towards national development</li> <li>4. Know How to become a citizen of Nigeria</li> <li>5. Enumerate the challenges of the Nigerian State towards Nation building</li> <li>6. Analyse the role of the Judiciary in upholding people's fundamental rights</li> <li>7. Understand the role of Military in Nigerian Politics</li> <li>8. Identify acceptable norms and values of the major ethnic groups in Nigeria</li> <li>9. List and suggest possible solutions to identifiable Nigerian environmental, moral and value problems</li> </ol>
<b>Course content</b>	<p>Introduction to Nigeria's People and Culture. Northern Zone. Central Zone. Western Zone. Eastern Zone. Cultural Areas of Nigeria. The Evolution of Nigeria. Military in Nigerian Politics. Nigeria and the Wider World. Environmental , Moral and Value Problems.</p>

<b>Course code</b>	ECO 102
<b>Course title</b>	Principles of Economics II
<b>Weight</b>	2 Units C LH 30

<b>Learning Outcomes</b>	<p>On successful completion of this module, students will be able to:</p> <ol style="list-style-type: none"> <li>1. explain the meaning of macroeconomics, and the basic macroeconomic concepts, as well as distinguish between microeconomics and macroeconomics;</li> <li>2. discuss the basic concept of functions, index numbers and dependent and independent variables in functions, as well as national income accounting;</li> <li>3. define money and state its characteristics, functions, and types, as well as the Keynesian motive for holding money;</li> <li>4. examine the circular flow of income with a simple two-sector model</li> <li>5. narrate the history of the Nigeria banking system, state the functions of commercial banks and narrate the growth and development of commercial banking in Nigeria;</li> <li>6. discuss merchant banking in Nigeria, the evolution of the Central Bank of Nigeria, the functions of the Central Bank, and the relationship between the Central Bank and the government;</li> <li>7. describe aggregate demand and its curve, the differences between short-run and long-run aggregate demand and supply, the nature of aggregate supply and its curve, the aggregate supply-aggregate demand model, and</li> <li>8. explain elementary issues on consumption, savings, investment, taxation and government's revenue, expenditure and roles of domestic money and foreign exchange.</li> </ol>
<b>Course content</b>	<p>Introduction to Macroeconomics. Treatment of Functions, Index numbers, Variables and Functional relationships. National Income. Theory of Consumption. Savings and Investment. Aggregate Demand and Supply. Money and the Banking System. Taxation and Government Expenditure. Inflation and Unemployment. Basic Terminology in External Economy.</p>
<b>Course code</b>	<p>PAD 102</p>
<b>Course title</b>	<p>Introduction to Political Science</p>

<b>Weight</b>	2 Units C LH 45
<b>Learning Outcomes</b>	<p>On successful completion of this module, students will be able to:</p> <ol style="list-style-type: none"> <li>1. Analyse the historical evolution of political systems and ideologies across different regions and time periods.</li> <li>2. Critically evaluate the role of political institutions in shaping governance and policy-making processes.</li> <li>3. Investigate the impact of political ideologies and theories on real-world political events and decision-making.</li> <li>4. Demonstrate the ability to conduct basic political research, including data collection, analysis, and interpretation.</li> <li>5. Examine the role of political parties and interest groups in the political process and their influence on policy outcomes.</li> <li>6. Explore the dynamics of international relations and global politics, including key actors, conflicts, and cooperation.</li> <li>7. Discuss the ethical and moral dimensions of political decision-making and policy choices.</li> <li>8. Evaluate the challenges and opportunities presented by contemporary political issues, such as globalisation, climate change, and human rights.</li> <li>9. Engage in critical discussions and debates on political topics, demonstrating effective communication and argumentation skills.</li> <li>10. Apply concepts from political science to analyse and interpret current events and political developments.</li> </ol>
<b>Course content</b>	<p>Introduction to Political Science. Historical Evolution of Political Systems. Role of Political Institutions. Impact of Political Ideologies and Theories. Basic Political Research. Political Parties and Interest Groups. International Relations and Global Politics. Ethical Dimensions of Political Decision-Making. Contemporary Political Issues. Applying Concepts from Political Science to Analyse and Interpret. Current Events and Political Developments.</p>
<b>Course code</b>	AMS 102



<b>Course title</b>	Principles of Management
<b>Weight</b>	2 Units C LH 30
<b>Learning Outcomes</b>	<p>On the successful completion of every study in this course, students should be able to:</p> <ol style="list-style-type: none"> <li>1. Understand the concept of " MANAGEMENT."</li> <li>2. Know various business functions of management.</li> <li>3. Apply the various principles learned in managerial roles in their day-by-day private management as well as give out relevant advice to those who have little or no knowledge about management.</li> <li>4. Understand the various organisational structures and the relationship between various levels of management and their stakeholders.</li> <li>5. State what would keep a manager motivated.</li> <li>6. Course Expertise: Knowledge of all the basic points given on management, its basic principles, the managerial makeup of an organisation, how to control an organisation to enhance efficiency and effectiveness, and, most importantly, using the listed knowledge as it applies to real-life managerial roles as it pertains to individuals, groups, organisations, parastatals, and even the country on a wider scope.</li> </ol>

<b>Course content</b>	Understanding the Concept MANAGEMENT. Various types of Business Organizations. Management Theories. Main Functions in an Organization. Leadership in Management. Ethics in Management. Workplace/Organisational Diversity. Understanding and Sustaining a Firm's Competitive Advantage. Management of Innovations and Inventions(Technology). The System approach.
<b>Course code</b>	PAD 106

<b>Course title</b>	Elements of Government
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<b>Weight</b>	2 Units C LH 30
<b>Learning Outcomes</b>	<p>On successful completion of this module students will be able to:</p> <ol style="list-style-type: none"> <li>1. discuss the nature and functions of the three organs of government;</li> <li>2. explain the reasons for the adoption of the different administrative systems;</li> <li>3. explain the nature of the administrative systems and the differences between them;</li> <li>4. state the differences between the Presidential and Parliamentary forms of government;</li> <li>5. identify the guiding principles of political systems such as separation of powers and rule of law.</li> <li>6. explain the need for instruments of political interactions including political parties, pressure groups, interest groups and public opinion.</li> <li>7. Analyze the role of the media in a democracy.</li> <li>8. Understand the features and critiques of democracy.</li> <li>9. Understand the relationship between law and government.</li> <li>10. Apply critical thinking skills to analyze political issues.</li> <li>11. Distinguish between the arts and science of politics</li> <li>12. Bring out the relationship among these concepts to understand better how government operates</li> </ol>
<b>Course content</b>	Introduction to Elements of Government. The Nature and Functions of Government. The Branches of Government. The Theory of Separation of Powers. Guiding Principles of Political Systems. Instruments of Political Interaction. Types of Political Systems. The Media and Government. Democracy. Relationship between the Law and the Government.
<b>Course code</b>	AMS 104
<b>Course title</b>	<b>Principles of Project Management</b>
<b>Weight</b>	2Units C LH30

<b>Learning Outcomes</b>	At the end of this course, students should be able to: <ol style="list-style-type: none"> <li>1. Define the concept and purpose of project management;</li> <li>2. Identify the processes and actors in project management;</li> <li>3. Demonstrate a working knowledge of key project management methods;</li> <li>4. Describe the tools and techniques used in project management; and</li> <li>5. Identify projects bottleneck and possible solutions</li> </ol>
<b>Course content</b>	Introduction to Project Management. Purposes and Actors in Project Delivery. Tools and Techniques in Project Management. Traditional Project Management Methods. Contemporary Project Management Methods. Identifying and Overcoming Project Bottlenecks. Project Life Cycle. Project Integration Management. Project Scope Management. Project Risk Management.
<b>Course code</b>	<b>BUA 102</b>
<b>Course title</b>	<b>Introduction to Business II</b>
<b>Weight</b>	2 Units C LH30
<b>Learning Outcomes</b>	Upon completing this module, students will have the ability to: <ol style="list-style-type: none"> <li>1. Showcase a thorough understanding and expertise in the fundamental principles of business management, distinguishing between business management and administration and identifying the various types and roles of management.</li> <li>2. Explain basic management principles.</li> <li>3. Identify and analyse the concept, elements and principles of decision-making, principles and fundamentals of effective communication, and its application to real-world business scenarios.</li> <li>4. Identify the various functional area of business and describe their contribution to the organization.</li> <li>5. Identify basic principles and practices of contemporary business.</li> </ol>

	<p>6. Describe the basics of business ethics.</p> <p>7. Identify the business stake holders and describe their relationship with the organization.</p>
<b>Course content</b>	<p>Overview of Management. Management Theories. Principles of Organization. Fundamentals of Business Communication. Forms of Entrepreneurship. Decision Making. Human Resource Management. Insurance. Legal Issues in Business: Sales of Goods. Legal Issues in Business: Law of Contract</p>
<b>Course code</b>	ECO 108
<b>Course title</b>	Economic History
<b>Weight</b>	2 Units E LH 30
<b>Learning Outcomes</b>	<p>On successful completion of this module students will be able to:</p> <ol style="list-style-type: none"> <li>1. Outline the essential features and profile the Nigerian economy before and after independence, explain the basic concepts of economic structure.</li> <li>2. Discuss the evolution, structure and contribution of agricultural and industrial sectors to economic development before and after independence in Nigeria.</li> <li>3. Appraise the challenges and prospects of the agricultural and industrial sectors in Nigeria.</li> <li>4. Evaluate the effectiveness of some Nigerian government plans, policies and programmes to economic structure and development.</li> <li>5. Trace the historical development of the agricultural and industrial sectors in Nigeria.</li> <li>6. Analyse the factors that have contributed to the growth or decline of these sectors.</li> <li>7. Compare and contrast the economic development of Nigeria during the pre-colonial and postcolonial periods.</li> <li>8. Explain the role of banks in Nigeria's economic development.</li> <li>9. Define and explain the Structural Adjustment Programme (SAP).</li> <li>10. Analyse the impact of SAP on Nigeria's economy.</li> </ol>

	<p>11. Define and explain the National Economic Empowerment and Development Strategies (NEEDS).</p> <p>12. Measure the growth of income, employment, wages, and prices in Nigeria.</p> <p>13. Identify the different sectors of the Nigerian economy.</p> <p>14. Evaluate the effectiveness of some Nigerian government plans for economic structure and development.</p> <p>15. Explain the role of multinational corporations in Nigeria's economy.</p> <p>16. Analyse the impact of multinational corporations on Nigeria's economy.</p>
<b>Course content</b>	<p>Basic Structure of Economic Concepts. The Evolution of the Agricultural and Industrial Sectors in Nigeria. Analysis of Development in the Pre-Colonial and Postcolonial Periods Banking and International Trade in Nigerian Economic Development. Structural Adjustment Programme (SAP). National Economic Empowerment and Development Strategies (NEEDs). Growth of Income, Employment, Wages and Prices. Contributions of Sectors of the Economy to National Output. Effectiveness of some Nigerian Government plans to Economic Structure and Development. Roles of Multinational Corporations in the development of the Economy.</p>

### 200 Level 1st Semester

<b>Course code</b>	ECO 203
<b>Course title</b>	Macroeconomics Theory I
<b>Weight</b>	2 Units C LH 30

<b>Learning Outcomes</b>	<p>On successful completion of this module, students will be able to:</p> <ol style="list-style-type: none"> <li>1. Define macroeconomics and distinguish it from microeconomics.</li> <li>2. Explain the nature and scope of macroeconomics.</li> <li>3. Calculate and interpret national income accounting measures, such as GDP, GNP, and the GDP deflator.</li> <li>4. Understand the concepts of unemployment and inflation and their causes and effects.</li> <li>5. Analyse the determinants of consumption, saving, and investment.</li> <li>6. Understand the IS-LM model and its use in analysing macroeconomic policy.</li> <li>7. Explain the concepts of international trade and the balance of payments.</li> <li>8. Understand the role of government in the economy.</li> <li>9. distinguish elements of microeconomics which deal with individual households, firms and market from elements of macroeconomics that are concerned with aggregates in terms of nature and scope;</li> <li>10. discuss economic models, general equilibrium and disequilibrium</li> <li>11. identify the goals of macroeconomics; gross domestic product measurement and components; and</li> <li>12. Explain the basic theories of consumption, savings and investments in economic science as well as their determinants.</li> </ol>
<b>Course content</b>	<p>Introduction to Macroeconomics. National Income Accounting. Consumption and Saving. Investment. Unemployment and Inflation. Money and the Financial System. International Trade. Economic Growth. Government Policy in Macroeconomics. Macroeconomics: The Future ?</p>

<b>Course code</b>	<b>PAD 201</b>
<b>Course title</b>	<b>Introduction to Public Administration</b>

<b>Weight</b>	3 Units C LH 45
<b>Learning Outcomes</b>	<p>On completion of this course, the students should be able to:</p> <ol style="list-style-type: none"> <li>1. State the classifications or typologies of organisations;</li> <li>2. State the basic principles of organisations;</li> <li>3. Distinguish between the functions of line, staff and auxiliary agencies in Public Administration</li> <li>4. Explain the meaning and functions of the Civil Service;</li> <li>5. Discuss the relationship between domestic and international public administrative practices;</li> <li>6. Examine the nature, strengths, and weaknesses of the bureaucracy.</li> <li>7. Identify and describe the different types of organisations, such as public organisations, private organisations, nonprofit organisations, and for-profit organisations.</li> <li>8. Explain how organisations can be classified by size, industry, structure, and mission.</li> <li>9. Apply your knowledge of organisational classifications to real-world examples.</li> </ol>
<b>Course content</b>	<p>Introduction to public administration. Principles of organisation. Bureaucracy. The Civil Service. International Public Administration. Line, Staff, and Auxiliary Agencies. Leadership in organisations. Teamwork in organisations. Technology in organisations. Ethics in organisations.</p>
<b>Course code</b>	<b>PAD 205</b>
<b>Course title</b>	<b>Office Administration</b>
<b>Weight</b>	<b>2 Units C LH 30</b>

<b>Learning Outcomes</b>	<p>On successful completion of this module, students will be able to:</p> <ol style="list-style-type: none"> <li>1. Define the concept of office administration and its importance in the world;</li> <li>2. Describe the essentials of office training;</li> <li>3. Demonstrate the writing of business and official letters;</li> <li>4. Mention emerging skills and techniques for office administration;</li> <li>5. Assess the role of ICT in office management;</li> <li>6. Identify the differences between manual and electronic records management;</li> <li>7. Apply Time Management Strategies;</li> <li>8. Utilise Financial Administration Principles and</li> <li>9. Navigate Ethical and Legal Considerations.</li> </ol>
<b>Course content</b>	<p>Introduction to 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 applications. ICT and Office Administration. Manual and Electronic Records Management. Time Management Strategies. Ethical and Legal Considerations.</p>

<b>Course code</b>	<b>GST201</b>
<b>Course title</b>	<b>Philosophy, Logic, and Human Existence</b>
<b>Weight</b>	<b>2 Units C LH 30</b>



<b>Learning Outcomes</b>	<p>At the end of this course, students will have</p> <ol style="list-style-type: none"> <li>1. Analyze the concept of humanity, including its origin, philosophical underpinnings, and cosmic environment.</li> <li>2. Develop and enhance logical and critical thinking skills for effective problem-solving and decision-making.</li> <li>3. Identify and appreciate the fundamental roles of science and technology within human society and services.</li> <li>4. Describe both renewable and non-renewable environmental resources available in Nigerian society.</li> <li>5. Recognize and apply resource conservation tools and techniques to promote sustainable environmental practices.</li> <li>6. Analyze the environmental impacts of plastics and other forms of waste, and propose mitigation strategies.</li> <li>7. Suggest viable management techniques and solutions for identifiable environmental challenges faced in various areas of Nigerian society.</li> <li>8. Identify and describe unethical behavior patterns that can hinder human societal growth and development.</li> </ol>
<b>Course content</b>	<p>Introduction to Humanity and Philosophy. Developing Logical and Critical Thinking Skills. Science and Technology in Human Society. Environmental Resources in Nigerian Society. Climate Change and Sustainable Development. Environmental Effects of Plastics and Waste. Elements of Environmental Studies. Environmental Challenges in Nigerian Society. National Development Plans for a Sustainable Environment. Global Action for Environmental Sustainability.</p>

<b>Course code</b>	<b>BUA 205</b>
<b>Course title</b>	<b>Leadership and Corporate Governance</b>
<b>Weight</b>	<b>2 Units C LH 30</b>

<b>Learning Outcomes</b>	<p>At the end of this course, students should be able to:</p> <ol style="list-style-type: none"> <li>1. distinguish and appreciate the different approaches to leadership;</li> <li>2. discuss factors affecting leadership in both private and public sectors;</li> <li>3. evaluate fundamental leadership practices relevant to contemporary organisations;</li> <li>4. assess potential leadership philosophy, traits, skills, behaviour and develop a leadership portfolio;</li> <li>5. define organisational conflict;</li> <li>6. explain the meaning and elements of effective corporate governance</li> <li>7. explain the purpose of corporate governance;</li> <li>8. explain the responsibilities and function of a governing board; and</li> <li>9. analyse the impact of cultural diversity on leadership effectiveness.</li> </ol>
<b>Course content</b>	<p>Concept of Leadership. Recognizing Leadership Traits. Theories and Principles of Leadership. Application of Leadership Principles to Business Organizations. Leadership Styles and Qualities. Challenges of Leadership in Organizations. Conflict Management and Resolution. Principles of Corporate Governance. The Four P's of Corporate Governance. Leadership in a Diverse Environment.</p>

<b>Course code</b>	<b>PAD 203</b>
<b>Course title</b>	<b>Public Law</b>
<b>Weight</b>	<b>3 Units E LH 45</b>
<b>Learning Outcomes</b>	<p>After a successful completion of the course, the students should be able to:</p> <ol style="list-style-type: none"> <li>1. state laws, rules, regulations, and constitutions for professional administrators;</li> <li>2. explain the fundamental human rights;</li> </ol>

	<p>3. determine the sources of law;</p> <p>4. state processes for redress of grievances; and</p> <p>5. examine separation of powers and control of administrative powers.</p>
<b>Course content</b>	<p>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.</p>
<b>Course code</b>	<b>ENT 211</b>
<b>Course title</b>	<b>Entrepreneurship and Innovation</b>
<b>Weight</b>	2Units C LH15 PH45
<b>Learning Outcomes</b>	<p>Upon the completion of this course, students should be able to:</p> <ol style="list-style-type: none"> <li>1. Explain the concepts and theories of entrepreneurship, intrapreneurship, opportunity seeking, new value creation, and risk-taking;</li> <li>2. State the characteristics of an entrepreneur;</li> <li>3. Analyse the importance of micro and small businesses in wealth creation, employment, and financial independence;</li> <li>4. Engage in entrepreneurial thinking;</li> <li>5. Evaluate and apply funding strategies;</li> <li>6. Identify key elements in innovation;</li> <li>7. Design and execute innovative business models;</li> <li>8. Describe stages in enterprise formation, partnership and networking, including business planning;</li> <li>9. Describe contemporary entrepreneurial issues in Nigeria, Africa and the rest of the world;</li> </ol>

	<p>10. Navigate legal and ethical challenges in entrepreneurship and</p> <p>11. State the basic principles of e-commerce.</p>
<b>Course content</b>	<p>Introduction to Entrepreneurship. Rationale and Relevance of Entrepreneurship. Characteristics of Entrepreneurs. Entrepreneurial thinking. Innovation and its dimensions. Enterprise formation and ownership. Contemporary Entrepreneurship Issues. Entrepreneurship in Nigeria. Overcoming Environmental and Cultural Barriers to. Entrepreneurship. Principles of E-Commerce.</p>

### 200 Level 2nd Semester

<b>Course code</b>	<b>PAD 212</b>
<b>Course title</b>	<b>Rural and Community Development</b>
<b>Weight</b>	2 Units C LH 30
<b>Learning Outcomes</b>	<p>At the end of this course, students should be able to:</p> <ol style="list-style-type: none"> <li>1. Identify the opportunity of understanding and participating in Rural and Community Development;</li> <li>2. Define the basic related concepts in rural and community development;</li> <li>3. Explain the dynamics of community leadership;</li> <li>4. Evaluate the theories of rural and community development; and</li> <li>5. Appraise the role of community development in national development.</li> <li>6. Analyse the social, economic, and environmental factors that affect rural development.</li> <li>7. Identify the needs and priorities of rural communities.</li> <li>8. Develop and implement plans for rural development.</li> <li>9. Mobilise and manage resources for rural development.</li> <li>10. Evaluate the effectiveness of rural development programs.</li> <li>11. Communicate effectively with rural communities.</li> </ol>

	<p>12. Work collaboratively with other stakeholders to promote rural development.</p> <p>13. Apply the principles of sustainable development to rural development.</p> <p>14. Advocate for the rights and interests of rural communities.</p>
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<b>Course content</b>	Introduction to Rural Development. Theories of Rural and Community Development. Approaches to Rural and Community Development. Processes and Practice of Community Development. The Role of Community Development in National Programs. Rural Development Programs in Nigeria. Factors Affecting Rural Development. Needs Assessment and Prioritization. Resource Mobilization and Management. Communication and Collaboration for rural development.
<b>Course code</b>	<b>PAD 202</b>
<b>Course title</b>	<b>Nigerian Government and Administration</b>
<b>Weight</b>	2 Units C LH 30
<b>Learning Outcomes</b>	<p>At the end of this course, the students should be able to:</p> <ol style="list-style-type: none"> <li>1. recall the major colonial and post-colonial political, constitutional and administrative developments in Nigeria.</li> <li>2. examine the pattern of organisation of governmental institutions in terms of their composition, structure, functions and reforms of the civil service.</li> <li>3. evaluate the issues of transparency and public accountability.</li> <li>4. discuss the reasons for, and the impact of colonialism on the political and administrative development in Nigeria.</li> <li>5. appraise the landmark reforms of the Civil Service.</li> <li>6. explain the role of the media in the Nigerian political and administrative system.</li> <li>7. analyse the challenges facing the Nigerian government and administration.</li> </ol>

	8. propose solutions to the challenges facing the Nigerian government and administration.
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<b>Course content</b>	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. Role of the media in the Nigerian political and administrative system. Challenges facing the Nigerian government and administration.
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<b>Course code</b>	<b>PAD 208</b>
<b>Course title</b>	<b>Theory and Practice of Budgeting</b>
<b>Weight</b>	2 Units C LH 30

<p><b>Learning Outcomes</b></p>	<p>At the end of the course, the students should be able to:</p> <ol style="list-style-type: none"> <li>1. Define budgeting and explain its significance in financial management.</li> <li>2. Identify and describe the primary objectives and purposes of budgeting in both the public and private sectors.</li> <li>3. Evaluate the influence of Keynesian economics on budgeting theory and its relevance in contemporary financial planning.</li> <li>4. Differentiate between various types of budgets (e.g., zero-based budgeting, incremental budgeting) and analyse their characteristics and advantages.</li> <li>5. Explain the concept of government budgeting and its role in public sector financial management.</li> <li>6. Examine the components and importance of budgetary control in public sector organisations.</li> <li>7. Describe the essential features of budgetary control and assess its advantages and limitations.</li> <li>8. Analyse the politics of budgeting, including the budget game and its impact on budget making processes.</li> <li>9. Analyse the budgetary process in Nigeria, with a focus on the democratic development since 1999.</li> <li>10. Explore the legal and institutional framework governing the budget making process and its impact on financial management.</li> <li>11. Examine the adoption of rolling plans and the role of government agencies in managing and controlling the finances of the Federation.</li> </ol>
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<p><b>Course content</b></p>	<p>Overview of Budgeting. Types of Budget. Budget and Planning. Government Budget. Budgetary Control in Public Sectors. Politics of Budgeting and Control. Budget Making Process. Budgetary Procedure and System. Adoption of Rolling Plans. Government Agencies Managing and Controlling the Finances of the Federation.</p>
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<p><b>Course code</b></p>	<p><b>PAD 204</b></p>
<p><b>Course title</b></p>	<p><b>Public Organization and Management</b></p>

<b>Weight</b>	2 Units C LH 45
<b>Learning Outcomes</b>	<p>On successful completion of course, students will be able to:</p> <ol style="list-style-type: none"> <li>1. Use concepts and models that are used when studying public organisations.</li> <li>2. Understand the intricacies of the relation between citizens, politics, and administration.</li> <li>3. Be aware of the role of leadership and leadership techniques in public organisations.</li> <li>4. Acquire insight into the role of public sector norms and regulation.</li> <li>5. Acquire insight into the way the bureaucracy and politicians (co-) operate.</li> <li>6. Acquire knowledge about the way the public and private sector perform different roles.</li> <li>7. Analyse the challenges faced by public organisations and the strategies for overcoming them.</li> <li>8. Apply public management theories and concepts to the analysis of real-world problems.</li> <li>9. Design and implement solutions to problems faced by public organisations.</li> <li>10. Communicate effectively with a variety of stakeholders, including elected officials, public employees, and the general public.</li> <li>11. Work effectively in a cross-functional team environment.</li> <li>12. Use technology to improve the efficiency and effectiveness of public organisations.</li> <li>13. Conduct research on public organisations and public management.</li> <li>14. Contribute to the development of knowledge and practice in public management.</li> </ol>

<b>Course content</b>	<p>Introduction to Public Organizations. Models of Public Organizations. Leadership in Public Organizations. Public Sector Norms and Regulation. Bureaucracy and Politics in Public Organizations. The Public and Private Sector. Challenges Faced by Public Organizations. Applying Public Management Theories and</p>
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	Concepts. Problem Solving in Public Organizations. Efficiency and Effectiveness of Public Organizations.
<b>Course code</b>	<b>PAD 206</b>
<b>Course title</b>	<b>Public Sector Planning</b>
<b>Weight</b>	2 Units E LH 45
<b>Learning Outcomes</b>	<p>On successful completion of this course students will be able to:</p> <ol style="list-style-type: none"> <li>1. Define public sector planning and explain its importance.</li> <li>2. Identify the different types of public sector plans.</li> <li>3. Describe the history of public sector planning in Nigeria.</li> <li>4. Explain the key steps involved in the public sector planning process.</li> <li>5. Apply SWOT analysis, force field analysis, critical path analysis, cost-benefit analysis, and risk assessment to public sector planning problems.</li> <li>6. Analyse case studies of successful and failed public sector plans.</li> <li>7. Identify the challenges and successes of public sector planning in Nigeria.</li> <li>8. Explain the importance of considering environmental factors in public sector planning.</li> <li>9. Explain the importance of considering social justice factors in public sector planning.</li> <li>10. Explain the importance of involving stakeholders and addressing ethical issues in public sector planning.</li> </ol>

<b>Course content</b>	<p>Introduction to Public Sector Planning. The Public Sector Planning Process. Tools and Techniques of Public Sector Planning. Case Studies in Public Sector Planning. Public Sector Planning in Nigeria. Public Sector Planning and the Environment. Public Sector Planning and Social Justice. Public Sector Planning and Public Participation. Ethical Issues in Public Sector Planning. The Future of Public Sector Planning.</p>
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<b>Course code</b>	PAD 214
<b>Course title</b>	Philosophy and Methods of Political Science
<b>Weight</b>	3 Units C LH 45
<b>Learning Outcomes</b>	<p>Upon successful completion of this course, students will be able to:</p> <ol style="list-style-type: none"> <li>1. Articulate the fundamental questions and assumptions of political science:</li> <li>2. Define the core concepts and boundaries of political science as a discipline.</li> <li>3. Analyze the relationship between political science and other social sciences.</li> <li>4. Identify different philosophical approaches to the study of politics.</li> <li>5. Evaluate the strengths and weaknesses of competing political ideologies.</li> <li>6. Consider the ethical dimensions of political action and decision-making</li> </ol>
	<p>The Nature and Scope of Political Science. The Subject Matter of Political Science. Approaches to the Study of Political Science: The Legalistic Approach. The Behavioural Approach to the Study of Politics. The Nature, Purpose and Functions of the Modern State. The Concept of Sovereignty. Power and Authority. Legitimacy and Influence. Political Ideas and Movements. Constitution. Constitutionalism. Politics and Social Change: Reforms, Revolutions and Military Coups. The Nature of African Armies. Public Administration. International Relations and Organisations.</p>

**300 Level 1st Semester**

<b>Course code</b>	<b>PAD 301</b>
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<b>Course title</b>	<b>Administrative Theory</b>
<b>Weight</b>	2 Units C LH 30
<b>Learning Outcomes</b>	<p>After successful completion of the course, the students should be able to:</p> <ol style="list-style-type: none"> <li>1. Evaluate the theories of administration</li> <li>2. Explain the links between Administrative Theories and Administration</li> <li>3. Identify the difficulties in applying administrative theories in developing countries</li> <li>4. Discuss the utility of the theory of administration</li> <li>5. Recommend better administrative practices for the Nigerian public service.</li> <li>6. Analyse the impact of administrative theories on the development of public policy.</li> <li>7. Evaluate the effectiveness of different administrative theories in different organisational contexts.</li> <li>8. Develop strategies for applying administrative theories to real-world situations.</li> <li>9. Compare and contrast the different approaches to administrative theory and their implications for organisational behaviour.</li> <li>10. Identify the ethical considerations associated with the application of administrative theories.</li> <li>11. Develop a personal philosophy of administration based on an understanding of administrative theory.</li> <li>12. Apply administrative theories to case studies and real-world scenarios to develop effective solutions to organisational challenges.</li> <li>13. Evaluate the role of leadership in the application of administrative theories.</li> <li>14. Develop effective communication strategies for implementing administrative theories in organisations.</li> </ol>

<b>Course content</b>	Introduction to Administrative Theory. Theories of Administration. Theory X and Theory Y. Max Weber's Bureaucracy. The Grid Approach. Contingency Theory. Leadership Theories. Motivation Theories. Testing Specific Theories and Models in Nigerian Public Service. Technology and Administrative Theory.
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<b>Course code</b>	<b>PAD 303</b>
<b>Course title</b>	<b>International Administration</b>
<b>Weight</b>	2 Units C LH 30
<b>Learning Outcomes</b>	<p>On successful completion of this module students will be able to;</p> <ol style="list-style-type: none"> <li>1. Analyse the role of diplomacy and negotiation in international relations, considering their impact on resolving conflicts and advancing cooperation between states and organisations.</li> <li>2. Critically assess the effectiveness of international treaties and agreements in addressing global challenges such as climate change, human rights, and arms control.</li> <li>3. Demonstrate an understanding of the principles of international economics, including trade, investment, and development, and their influence on global political dynamics.</li> <li>4. Examine the concept of sovereignty in the context of international administration, exploring how it is affected by globalisation, regional integration, and transnational issues.</li> <li>5. Investigate the role of non-state actors, such as multinational corporations, non-governmental organisations (NGOs), and terrorist groups, in shaping international policies and agendas.</li> <li>6. Evaluate the role of cultural diversity and identity in international relations, considering how they impact diplomacy, conflict resolution, and collaboration on the global stage.</li> <li>7. Assess the challenges and opportunities presented by emerging technologies in the field of international</li> </ol>

	<p>administration, including issues related to cybersecurity, digital diplomacy, and information warfare.</p> <ol style="list-style-type: none"> <li>8. Explore the intersections between international administration, human rights, and humanitarian interventions, analysing the ethical considerations and controversies that arise in such contexts.</li> <li>9. Examine the dynamics of international crises and conflicts, and assess the strategies used by international organisations and actors to prevent, manage, and resolve them.</li> <li>10. Analyse the role of international media and public opinion in shaping perceptions of global events, and assess their impact on policy-making and international decision-making processes.</li> <li>11. Critically evaluate the concept of global governance, considering the roles of supranational organisations, regional alliances, and multilateral cooperation in addressing worldwide challenges.</li> <li>12. Investigate the changing nature of security threats in the 21st century, including cyber threats, environmental security, and hybrid warfare, and assess the responses of international actors to these challenges.</li> <li>13. Examine the complexities of humanitarian aid and development assistance in international contexts, analysing the role of international organisations and governments in promoting sustainable development.</li> <li>14. Apply theoretical frameworks and case studies to analyse real-world examples of international administration, demonstrating a nuanced understanding of the practical challenges and successes in the field.</li> </ol>
<b>Course content</b>	<p>THE TWENTY-FIRST CENTURY INTERNATIONAL SYSTEM. TRANSNATIONAL PROBLEMS AND INTERNATIONAL COOPERATION. INTERNATIONAL DECISION MAKING. GLOBAL INTERNATIONAL ORGANISATION. REGIONAL ECONOMIC COOPERATION. NORTH-SOUTH RELATIONS. APPROACHES TO NORTH-SOUTH COOPERATION. THE SOUTH AND INTERNATIONAL POLITICAL ECONOMY. SOUTH-SOUTH COOPERATION. SPECIALISED INTERNATIONAL ORGANISATIONS.</p>

<b>Course code</b>	<b>PAD 305</b>
<b>Course title</b>	<b>Public Personnel Administration</b>
<b>Weight</b>	2 Units C LH 45
<b>Learning Outcomes</b>	<p>On successful completion of this module students will be able to:</p> <ol style="list-style-type: none"> <li>1. Discuss the environment of Public Personnel Administration;</li> <li>2. Identify the functions of public personnel administration;</li> <li>3. Determine the need for training and development;</li> <li>4. Describe the management of separation - retirement, pension and gratuity;</li> <li>5. Evaluate the practice of personnel administration in the Nigerian public sector</li> <li>6. Explain the history and evolution of public personnel administration</li> <li>7. Analyse the legal and regulatory environment of public personnel administration.</li> <li>8. Apply the principles of human resource management to public organisations.</li> <li>9. Evaluate the impact of public personnel administration on organisational performance.</li> <li>10. Demonstrate ethical decision-making in public personnel administration.</li> </ol>
<b>Course content</b>	<p>Introduction to Public Personnel Administration. Understanding the Environment of Public Personnel Administration. Functions of Personnel Administration. Strategic Personnel Planning. Job Description and Job Analysis. Recruitment, Selection, Placement, and Induction. Training and Development of Human Resource. Compensation Management. Motivation, Promotion, and Staff Performance Evaluation. Industrial Relations and Grievance Procedures.</p>

<b>Course code</b>	<b>PAD 309</b>
<b>Course title</b>	<b>Comparative Local Government</b>
<b>Weight</b>	2 Units C LH 30
<b>Learning Outcomes</b>	<p>This course will enable the students to:</p> <ol style="list-style-type: none"> <li>1. Discuss the practice of pre-colonial, colonial and post-colonial administration in Nigeria;</li> <li>2. Analyse the problems and need for local government reforms;</li> <li>3. Mention local government reforms in Nigeria within the past two decades;</li> <li>4. Compare local governments structures in different countries;</li> <li>5. Compare sources of finance for local governments in developed and developing countries.</li> <li>6. State the lessons to learn from this comparative analysis.</li> <li>7. Understand the historical and cultural context of local government structures in different countries, including pre-colonial, colonial, and post-colonial administration</li> <li>8. Analyse the impact of political institutions on local government structures and decision-making in African countries</li> <li>9. Explore the problems and challenges facing local government structures in different countries, including corruption, inefficiency, and lack of accountability</li> <li>10. Understand the role of civil society and citizen participation in local government decision-making and reform efforts.</li> </ol>
<b>Course content</b>	Introduction to Comparative Local Government. Historical and Cultural Context of Local Government Structures. Problems and Challenges Facing Local Government Structures. Local Government Reforms in Nigeria. Local Government Structures in Different Countries. Sources of Finance for Local Governments. Urbanisation,

	Management Reforms, and Demographic Changes. Citizen Participation and Local Government Decision-Making. Institutional Actors and Their Responses. Risk Management and Decision Making in Local Government.
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<b>Course code</b>	<b>PAD 311</b>
<b>Course title</b>	<b>Public Finance</b>
<b>Weight</b>	2 Units C LH 30
<b>Learning Outcomes</b>	<p>On successful completion of this module, students will be able to:</p> <ol style="list-style-type: none"> <li>1. Analyse the role of taxation in public finance and its impact on economic development.</li> <li>2. Evaluate the principles of fiscal responsibility and accountability in the context of public finance management.</li> <li>3. Demonstrate an understanding of government budgeting processes and their significance in resource allocation.</li> <li>4. Examine the relationship between public expenditure and economic growth, considering various theories and empirical evidence.</li> <li>5. Critically assess the challenges and opportunities of public-private partnerships in infrastructure development.</li> <li>6. Explore the concept of fiscal federalism and its implications for subnational governments in resource allocation and development.</li> <li>7. Investigate the impact of international financial institutions and aid agencies on the fiscal policies of developing nations.</li> <li>8. Apply cost-benefit analysis and other financial evaluation techniques to assess the efficiency and effectiveness of public projects and policies.</li> <li>9. Understand the dynamics of debt management and its role in sustainable fiscal policy.</li> </ol>



	<p>10. Discuss the ethical considerations in public finance decision-making, including issues related to equity and social justice.</p> <p>11. Analyse the political economy of public finance, considering the influence of interest groups and public choice theory.</p> <p>12. Evaluate the challenges and opportunities of implementing taxation and expenditure reforms to achieve fiscal sustainability and economic development goals.</p> <p>13. Examine the role of public finance in addressing environmental and sustainability issues, such as climate change mitigation and natural resource management.</p> <p>14. Explore the use of financial and economic modelling in public finance decision-making and policy analysis.</p> <p>15. Understand the implications of demographic changes, such as ageing populations, on public finance and social welfare programs.</p> <p>16. Assess the impact of global economic trends and shocks on the fiscal policies of nations and regions.</p>
<b>Course content</b>	<p>Introduction to Public Finance and Taxation. Fiscal Responsibility and Accountability. Government Budgeting Processes. Public Expenditure and Economic Growth. Public-Private Partnerships in Infrastructure Development. Fiscal Federalism and Subnational Governments. International Financial Institutions and Aid Agencies. Cost-Benefit Analysis and Financial Evaluation. Debt Management and Sustainable Fiscal Policy. Ethics, Politics, and Reforms in Public Finance.</p>

<b>Course code</b>	<b>PAD 313</b>
<b>Course title</b>	<b>Administrative Law</b>
<b>Weight</b>	2 Units C LH 30

<b>Learning Outcomes</b>	<p>On successful completion of this module students will be able to:</p> <ol style="list-style-type: none"> <li>1. State laws, rules, regulations, and constitutions for professional administrators;</li> <li>2. Explain the fundamental human rights;</li> <li>3. Determine the sources of law</li> <li>4. State processes for redress of grievances; and</li> <li>5. Examine separation of powers and control of administrative powers.</li> <li>6. Discuss the nature and functions of administrative law.</li> <li>7. Identify the sources of administrative law.</li> <li>8. Analyse the legal principles governing administrative decision-making.</li> <li>9. Apply the principles of administrative law to real-world problems.</li> <li>10. Evaluate the effectiveness of administrative law in protecting individual rights and interests.</li> </ol>
<b>Course content</b>	<p>Introduction to Administrative Law. 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. Administrative Law Reform.</p>
<b>Course code</b>	PAD 307
<b>Course title</b>	Research Methods
<b>Weight</b>	3 Units C LH 45
<b>Learning Outcomes</b>	<p>On successful completion of this module, students will be able to:</p> <ol style="list-style-type: none"> <li>1. state the step-by-step approaches to starting and completing a research project;</li> <li>2. apply computer application in data management and analysis of research in Public Administration;</li> <li>3. formulate hypotheses and test hypotheses; and</li> <li>4. report on the findings, documentation, and references of research work.</li> <li>5. Understand the role of research in public administration..</li> </ol>

	<p>6. Apply research methods to study public administration problems.</p> <p>7. Use computer applications to manage and analyse data in public administration research.</p> <p>8. Communicate the findings of public administration research to policymakers and the public</p>
<b>Course content</b>	<p>Introduction to Research Methods. Problem Identification and Formulation. Literature Review. Research Design. Data Collection. Data Analysis. Interpretation of Results. Writing a Research Report. Presenting the Findings. Research in Action.</p>

**300 Level 2nd Semester**

<b>Course code</b>	<b>ENT 312</b>
<b>Course title</b>	<b>Venture Creation</b>
<b>Weight</b>	2 Units C LH15 PH45

<b>Learning Outcomes</b>	<p>At the end of this course, students, through case study and practical approaches, should be able to:</p> <ol style="list-style-type: none"> <li>1. Describe the key steps in venture creation;</li> <li>2. Spot opportunities in problems and in high potential sectors regardless of geographical location;</li> <li>3. State how original products, ideas, and concepts are developed</li> <li>4. Develop business concept for further incubation or pitching for funding.</li> <li>5. Identify key sources of entrepreneurial finance;</li> <li>6. Implement the requirements for establishing and managing micro and small enterprise</li> <li>7. Conduct entrepreneurial marketing and e-commerce</li> <li>8. Apply a wide variety of emerging technological solutions to entrepreneurship; and</li> <li>9. Appreciate why ventures fail due to lack of planning and poor implementation.</li> </ol>
<b>Course content</b>	<p>Introduction to Venture Creation. Opportunity Identification. New Business Development. Entrepreneurial Finance. Entrepreneurial Marketing and E-commerce. Small Business Management and Family Business. Leadership and Management. Negotiations and Business Communication. Technological Solutions for Entrepreneurship. Business Applications of New Technologies.</p>

<b>Course code</b>	<b>GST 312</b>
<b>Course title</b>	<b>Peace and Conflict Resolution</b>
<b>Weight</b>	2 Units C LH30

<b>Learning Outcomes</b>	<p>On successful completion of this module, students will be able to;</p> <ol style="list-style-type: none"> <li>1. Analyse the concepts of peace, conflict and security;</li> <li>2. List major forms, types and root causes of conflict and violence;</li> <li>3. Differentiate between conflict and terrorism;</li> <li>4. Enumerate security and peace-building strategies; and</li> <li>5. Describe the roles of international organisations, media and traditional institutions in peace-building</li> <li>6. Explain the relationship between peace, conflict and security.</li> <li>7. Analyse the different theories of conflict and conflict resolution.</li> <li>8. Apply conflict resolution skills to real-world situations.</li> <li>9. Evaluate the effectiveness of different peace-building strategies.</li> <li>10. Develop a personal commitment to peace and conflict resolution.</li> </ol>
<b>Course content</b>	<p>INTRODUCTION TO PEACE AND CONFLICT RESOLUTION CONFLICT ANALYSIS. CAUSES &amp; TYPES OF CONFLICT. ROOT CAUSES OF CONFLICT AND VIOLENCE IN AFRICA. SELECTED CONFLICT CASE STUDIES. CONFLICT TRANSFORMATION. HUMANITARIAN INTERVENTION. PEACE MEDIATION AND PEACEKEEPING. AGENTS OF CONFLICT RESOLUTION. ROLES OF INTERNATIONAL ORGANISATIONS IN CONFLICT RESOLUTION.</p>

<b>Course code</b>	<b>PAD 302</b>
<b>Course title</b>	<b>Administrative Behaviour</b>
<b>Weight</b>	2 Units C LH30

<b>Learning Outcomes</b>	<p>At the end of this course, students should be able to:</p> <ol style="list-style-type: none"> <li>1. State the reasons for different behaviours at work;</li> <li>2. Identify the role of leadership in organisations;</li> <li>3. Explain reasons guiding leadership decisions in organisations;</li> <li>4. Determine the effect of such decisions on the workers;</li> <li>5. State the relevance of information technology to organisational design;</li> <li>6. Discuss problems associated with organisational designs;</li> <li>7. Enumerate conflict management strategies for organisations.</li> <li>8. Analyse the impact of organisational culture on employee behaviour.</li> <li>9. Evaluate the effectiveness of different leadership styles in different organisational contexts.</li> <li>10. Design and implement organisational change initiatives.</li> <li>11. Develop and manage teams effectively.</li> <li>12. Negotiate effectively with internal and external stakeholders.</li> <li>13. Manage conflict in organisations.</li> <li>14. Understand the legal and ethical implications of administrative behaviour.</li> <li>15. Apply quantitative methods to solve administrative problems.</li> <li>16. Use information technology to improve organisational performance.</li> </ol>
<b>Course content</b>	<p>Introduction to Administrative Behavior. Decision-Making and Rationality. Power and Role Concepts. Organisational Design and Politics. Individual behaviour at Work. Conflict Management. Organisational Dynamics. Team Development and Change. Ethical and Legal Implications. Information Technology in Organisations.</p>

<b>Course code</b>	<b>PAD 308</b>
<b>Course title</b>	<b>E-Governance</b>
<b>Weight</b>	2 Units C LH30

<p><b>Learning Outcomes</b></p>	<p>At the end of the course, students should be able to</p> <ol style="list-style-type: none"> <li>1. Identify the basic concepts and uses of ICT in public sector management.</li> <li>2. State the barriers to ICT in public sector management.</li> <li>3. Mention recent ICT developments and opportunities in the public sector.</li> <li>4. Determine the policies that promote the use of ICT in the public sector.</li> <li>5. Explain the uses of ICT in public service delivery.</li> <li>6. Demonstrate the utilisation of one software for management.</li> <li>7. Analyse the impact of e-governance on public service delivery.</li> <li>8. Understand the role of e-governance in promoting transparency, accountability, and effective governance.</li> <li>9. Analyse the challenges and opportunities associated with e-governance.</li> <li>10. Develop strategies to overcome challenges related to governance, control, and organisation in e-governance.</li> <li>11. Analyse the interplay between e-governance structures and other actors at the local level.</li> <li>12. Compare how opportunities for citizen participation are organised within different e-governance systems.</li> <li>13. Stay informed about current research on e-governance and its impact on public service delivery.</li> <li>14. Develop critical thinking skills to analyse and evaluate the role of e-governance in promoting effective governance.</li> <li>15. Apply problem-solving techniques to develop effective solutions for promoting e-governance in local government structures.</li> </ol>
<p><b>Course content</b></p>	<p>Introduction to E-governance. Recent ICT Developments and Opportunities in the Public Sector. Policies that Promote the Use of ICT in the Public Sector. Uses of ICT in Public Service Delivery. Demonstration of Utilisation of One Software for Management. Impact of E-governance on Public Service Delivery. Role of E-governance in Promoting Transparency, Accountability, and Effective Governance. Challenges and Opportunities Associated with E-governance. Strategies to Overcome Challenges Related to</p>

	Governance, Control, and Organisation in E-governance. Interplay Between E-governance Structures and Other Actors at the Local Level.
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<b>Course code</b>	<b>PAD 310</b>
<b>Course title</b>	<b>Intergovernmental Relations</b>
<b>Weight</b>	2 Units C LH30
<b>Learning Outcomes</b>	<p>On successful completion of this module students will be able to:</p> <ol style="list-style-type: none"> <li>1. describe the administrative and financial relationship between the different levels of government (federal, states and Local Governments);</li> <li>2. discuss the vertical imbalance and horizontal disparities between the different levels of government;</li> <li>3. assess fiscal federalism in Nigeria;</li> <li>4. identify the problems facing Intergovernmental Relations in Nigeria; and</li> <li>5. list institutions for managing intergovernmental relations.</li> <li>6. Analyse the historical evolution of intergovernmental relations in the country, including key milestones and changes in the relationship between federal, state, and local governments.</li> <li>7. Analyse the factors that influence intergovernmental relations.</li> <li>8. Propose solutions to the problems facing intergovernmental relations in Nigeria.</li> </ol>
<b>Course content</b>	Introduction to Intergovernmental Relations (IGR). Factors that Influence Intergovernmental Relations. Institutions for Managing Intergovernmental Relations. The Branches of Government. Bureaucracy and Interest Groups. Politics and Actors in Intergovernmental Relations. Fiscal Federalism and Financing. Assignment of Expenditure Responsibilities and Revenue Rights. Vertical Imbalance and Horizontal Disparities. Problems of Intergovernmental Relations in Nigeria.



<b>Course code</b>	<b>PAD 312</b>
<b>Course title</b>	<b>Traditional Administrative system in Nigeria</b>
<b>Weight</b>	2 Units C LH30
<b>Learning Outcomes</b>	<p>By the end of this module, students will have acquired the necessary knowledge and skills to achieve the following:</p> <ol style="list-style-type: none"> <li>1. Describe the nature of traditional administrative systems before colonialism;</li> <li>2. Identify the forms and types of administrative system in Nigeria prior to colonialism;</li> <li>3. Discuss the centralised institutions before colonialism;</li> <li>4. State the groups and administration within the groups;</li> <li>5. Identify similarities and differences between the traditional and colonial administrative systems;</li> <li>6. Explain the factors that influenced the development of traditional administrative systems in Nigeria;</li> <li>7. Analyse the strengths and weaknesses of traditional administrative systems;</li> <li>8. Discuss the impact of colonialism on traditional administrative systems in Nigeria;</li> <li>9. Evaluate the legacy of traditional administrative systems in Nigeria; and</li> <li>10. Identify the challenges and opportunities for developing effective traditional administrative systems in Nigeria.</li> </ol>
<b>Course content</b>	<p>Introduction to Traditional Administrative Systems. The Kanem Bornu Empire. The Similarities and Differences Between Traditional and Colonial Administrative Systems. The Factors that Influenced the Development of Traditional Administrative Systems in Nigeria. The Strengths and Weaknesses of Traditional Administrative Systems. The Role of Traditional Administrative Systems in Conflict Resolution. The Challenges Facing Traditional Administrative Systems in Nigeria Today. The Impact of Islam on Traditional Administrative Systems in Nigeria. The Role of Traditional Rulers in the Modern Nigerian State.</p>

	The Challenges and Opportunities for Developing Traditional Administrative Systems in a Democratic Nigeria.
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<b>Course code</b>	<b>PAD 304</b>
<b>Course title</b>	<b>Seminar</b>
<b>Weight</b>	1 Units C LH30
<b>Learning Outcomes</b>	
<b>Course content</b>	
<b>Course code</b>	PAD 306
<b>Course title</b>	
<b>Weight</b>	
<b>Learning Outcomes</b>	<p>On successful completion of this module, students will be able to:</p> <ol style="list-style-type: none"> <li>1. Describe the nature, meaning and assumptions of Development Administration.</li> <li>2. Analyse the issues of growth and development.</li> <li>3. Assess the various strategies for national development.</li> <li>4. State the obstacles to development administration.</li> <li>5. Examine case studies in development administration.</li> <li>6. Understand the differences between public and development administration's focus, scope, goals, methods, and context.</li> <li>7. Identify the political, economic, social, and natural environments influencing development administration.</li> <li>8. Understand the concepts of growth, development, modernisation, underdevelopment, and third-world countries.</li> <li>9. Identify the different theories of development administration, such as modernisation theory, dependency theory, and participatory development theory.</li> </ol>

	<p>10. Understand the different economic development models, such as the Harrod-Domar growth model, the Lewis structural change model, and Rostow's economic growth model.</p> <p>11. Understand the nature of bureaucracy and its role in national development.</p> <p>12. Be able to analyse the strengths and weaknesses of bureaucracy in promoting development.</p> <p>13. Understand the different types of development planning, such as indicative, centralised, and decentralised</p>
<b>Course content</b>	<p>Nature of Development Administration. Differences between Public Administration and Development Administration. Environment of Development Administration. Concepts in Development Administration. Theories of Development Administration. Models of Economic Development. The Role of Bureaucracy in National Development. Development Planning as a Strategy for National Development. Strategies in Development Administration. Obstacles to Development Administration.</p>

#### 400 Level 1st Semester

<b>Course code</b>	<b>PAD 401</b>
<b>Course title</b>	<b>Theory and Practice of Planning</b>
<b>Weight</b>	2 Units C LH30
<b>Learning Outcomes</b>	<p>After a successful completion of the course, the students should be able to:</p> <ol style="list-style-type: none"> <li>1. state the reasons and types of planning;</li> <li>2. discuss the theories of planning;</li> <li>3. state the relationship between budgeting and planning;</li> <li>4. examine planning methods in developed economies;</li> <li>5. identify the problems and prospects of planning;</li> <li>6. evaluate the emerging strategies in planning; and</li> <li>7. evaluate development planning experiences in Nigeria.</li> </ol>

<b>Course content</b>	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.
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<b>Course code</b>	<b>PAD 403</b>
<b>Course title</b>	Public Policy Analysis
<b>Weight</b>	3 Units C LH45
<b>Learning Outcomes</b>	After a successful completion of the course, the students should be able to: <ol style="list-style-type: none"> <li>1. examine public policy making, implementation and evaluation;</li> <li>2. identify policy actors and agenda setting;</li> <li>3. evaluate the theories and models of public policy;</li> <li>4. describe case studies in policy analysis; and</li> <li>5. discuss problems of policy making, implementation and evaluation.</li> </ol>
<b>Course content</b>	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.

<b>Course code</b>	<b>PAD 405</b>
<b>Course title</b>	<b>Workshop in Public Administration</b>
<b>Weight</b>	<b>2 Units C LH30</b>
<b>Learning Outcomes</b>	<p>After a successful completion of the course, the students should be able to::</p> <ol style="list-style-type: none"> <li>1. discuss the rules and regulations guiding the civil service;</li> <li>2. explain the norms and languages such as priority, action, reference slips, glossary and acronyms used in public offices etc.;</li> <li>3. identify office norms and languages use in organisations;</li> <li>4. determine the channels of correspondence;</li> <li>5. explain the concept of office abbreviations and its glossaries; and</li> <li>6. prepare an annual report and handover note.</li> </ol>
<b>Course content</b>	<p>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.</p>

<b>Course code</b>	<b>PAD 409</b>
<b>Course title</b>	<b>Public Service Ethics and Accountability</b>
<b>Weight</b>	<b>2 Units C LH30</b>

<b>Learning Outcomes</b>	<p>On completion of this course, the students should be able to:</p> <ol style="list-style-type: none"> <li>1. identify the rules, regulations and principles governing the behaviour of public servants and the government;</li> <li>2. determine strategies on how to promote ethical performance;</li> <li>3. state ethical dilemma for government officials;</li> <li>4. examine the effect of unethical behaviour on service delivery and development; and</li> <li>5. identify the agencies for managing ethics and accountability.</li> </ol>
<b>Course content</b>	<p>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.</p>

<b>Course code</b>	PAD 411
<b>Course title</b>	Social and Welfare Administration in Nigeria

<b>Weight</b>	2 Units C LH30
<b>Learning Outcomes</b>	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.
<b>Course content</b>	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. Argument for and against welfare services. Typologies and models of social welfare services. Social welfare programmes in Nigeria and problems of social welfare administration.
<b>Course code</b>	<b>PAD 413</b>
<b>Course title</b>	<b>Contemporary Strategic Thoughts</b>
<b>Weight</b>	<b>2 Units E LH30</b>
<b>Learning Outcomes</b>	Upon successful completion of this course, students will be able to: 1. Demonstrate a comprehensive understanding of the fundamental concepts and principles of contemporary

	<p>strategic thought, including strategic agility, disruptive innovation, and network-centric warfare.</p> <ol style="list-style-type: none"> <li>2. Analyze and apply strategic concepts to real-world scenarios involving complex and evolving threats, emerging technologies, and global interconnectedness.</li> <li>3. Critically evaluate the effectiveness of various strategic approaches in addressing contemporary challenges faced by organizations, nations, and the international community.</li> <li>4. Effectively communicate strategic insights and recommendations, both orally and in writing, to a diverse audience.</li> <li>5. Develop an appreciation for the dynamic nature of contemporary strategic thought and its ongoing relevance in shaping the future.</li> </ol>
<b>Course content</b>	<p>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.</p>
<b>Course code</b>	PAD 407
<b>Course title</b>	Public Finance Administration
<b>Weight</b>	<b>3 Units C LH45</b>
<b>Learning Outcomes</b>	<p>After a successful completion of the course, the students should be able to:</p> <ol style="list-style-type: none"> <li>1. describe the general overview of revenue sources to governments;</li> <li>2. examine the nature, scope and objectives of Public Finance Administration;</li> <li>3. state differences between budget and budgeting;</li> <li>4. examine accounting and auditing;</li> </ol>



	<p>5. examine cash and treasury management;</p> <p>6. identify sources and management of public debt and Nigeria's External Reserves; and</p> <p>7. identify public finance administration reforms in Nigeria.</p>
<b>Course content</b>	<p>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.</p>

#### 400 Level 2nd Semester

<b>Course code</b>	<b>PAD 402</b>
<b>Course title</b>	<b>Public Project Analysis and Management</b>
<b>Weight</b>	2 Units C LH45

<b>Learning Outcomes</b>	<p>After a successful completion of the course, the students should be able to:</p> <ol style="list-style-type: none"> <li>1. discuss the relationship between programmes, projects and development plans;</li> <li>2. explain the project life cycle;</li> <li>3. determine the project appraisal techniques;</li> <li>4. construct and analyze the project network diagram;</li> <li>5. distinguish between different types of project appraisals; and</li> <li>6. explain the role of leadership in project management.</li> </ol>
<b>Course content</b>	<p>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.</p>

<b>Course code</b>	<b>PAD 404</b>
<b>Course title</b>	<b>Public Enterprises Management</b>
<b>Weight</b>	2 Units C LH30

<b>Learning Outcomes</b>	<p>After a successful completion of the course, the students should be able to:</p> <ol style="list-style-type: none"> <li>1. define the basic concepts and characteristics of public enterprises;</li> <li>2. identify the role of public enterprises in national development;</li> <li>3. evaluate the performance of public enterprises in Nigeria;</li> <li>4. identify the factors contributing to poor performance; and</li> <li>5. examine the public enterprise reforms in Nigeria.</li> </ol>
<b>Course content</b>	<p>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.</p>

<b>Course code</b>	<b>PAD 406</b>
<b>Course title</b>	<b>Research Project</b>
<b>Weight</b>	6 Units C PH270
<b>Learning Outcomes</b>	<p>After a successful completion of the course, the students should be able to:</p> <ol style="list-style-type: none"> <li>1. state the problems of research under investigation;</li> <li>2. evaluate the literature review and theoretical framework of analysis;</li> <li>3. identify sources of data;</li> </ol>

	<p>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;</p> <p>5. summarise the findings, documentation and report writing; and</p> <p>6. conclude and recommend measures where necessary.</p>
<b>Course content</b>	<p>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.</p>

<b>Course code</b>	<b>PAD 412</b>
<b>Course title</b>	<b>Conflict Management</b>
<b>Weight</b>	2 Units C LH30
<b>Learning Outcomes</b>	<p>Upon successful completion of this course, students will be able to:</p> <ol style="list-style-type: none"> <li>1. Demonstrate a comprehensive understanding of the fundamental concepts, theories, and principles of conflict management.</li> <li>2. Analyze and evaluate the causes, dynamics, and outcomes of conflicts in various settings, including interpersonal, organizational, and intergroup contexts.</li> <li>3. Apply conflict management skills and techniques to effectively resolve conflicts in a variety of situations.</li> <li>4. Critically assess the ethical and practical considerations of different conflict management approaches.</li> <li>5. Communicate effectively about conflict, both orally and in writing, in a culturally sensitive and respectful manner.</li> </ol>
<b>Course content</b>	<p>Introduction to Conflict Management. Defining conflict and its impact on individuals, organizations, and societies. The nature and causes of conflict. The conflict management process. Interpersonal</p>

	<p>Conflict. Understanding interpersonal conflict dynamics. Conflict styles and communication patterns</p> <p>Strategies for managing interpersonal conflict. Organizational Conflict. Sources of conflict in organizations. Conflict management in the workplace. Alternative dispute resolution (ADR) methods. Intergroup Conflict. The nature and dynamics of intergroup conflict. Prejudice, discrimination, and stereotyping. Strategies for managing intergroup conflict. Conflict Resolution Skills. Active listening and effective communication. Negotiation and problem-solving techniques. Mediation and arbitration. Conflict Prevention and Transformation. Building a culture of conflict prevention. Addressing underlying causes of conflict. Conflict transformation and social justice. Ethical Considerations in Conflict Management. Power dynamics and ethical dilemmas. Balancing individual rights and collective interests. Cultural sensitivity and ethical decision-making. Communication for Conflict Management. Communicating effectively about conflict in different contexts. Using appropriate language and respectful communication strategies. Building rapport and trust in conflict resolution.</p>
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<b>Course code</b>	PAD 414
<b>Course title</b>	<b>Administration and ICT</b>
<b>Weight</b>	2 Units C LH30
<b>Learning Outcomes</b>	<p>Upon successful completion of this course, students will be able to:</p> <ol style="list-style-type: none"> <li>1. Demonstrate a comprehensive understanding of the fundamental concepts, principles, and applications of information and communication technology (ICT) in the context of administrative management.</li> <li>2. Analyze and evaluate the impact of ICT on administrative processes, organizational structures, and decision-making.</li> <li>3. Critically assess the role of ICT in enhancing administrative efficiency, effectiveness, and innovation.</li> </ol>

	<p>4. Apply ICT knowledge and skills to design, implement, and manage ICT-enabled administrative systems and solutions.</p> <p>5. Effectively communicate ICT-related administrative concepts, principles, and applications to a diverse audience.</p>
<b>Course content</b>	<p>Introduction to Administration and ICT. Defining administration and its role in organizations. The evolution of ICT and its impact on administrative practices. Key concepts and principles of ICT in administration. ICT in Administrative Processes. Recordkeeping and information management in the digital age. Workflow automation and process improvement through ICT. Decision support systems and data-driven decision-making. ICT-enabled Administrative Systems. E-government: concepts, models, and applications. Enterprise resource planning (ERP) systems. Customer relationship management (CRM) systems. Knowledge management systems. ICT in Organizational Decision-making. The role of ICT in collecting, analyzing, and sharing information. Data-driven decision-making and evidence-based policymaking. Collaborative work environments and decision support tools. ICT for Administrative Efficiency and Effectiveness. Streamlining administrative processes and reducing costs. Enhancing communication and collaboration among stakeholders. Improving customer service and satisfaction. ICT-driven Innovation in Administration. Emerging ICT trends and their potential for administrative transformation. Leveraging ICT for innovation in service delivery and organizational agility. Ethical considerations and responsible innovation in ICT-driven administration. Managing ICT in Administrative Settings</p>
<b>Course code</b>	PAD 408
<b>Course title</b>	Comparative Public Administration
<b>Weight</b>	(2 Units C: LH 30)
<b>Learning Outcomes</b>	<p>After a successful completion of the course, the students should be able to:</p> <ol style="list-style-type: none"> <li>1. examine the benefits of studying cross-national public administration;</li> <li>2. explain the rationale and significance of a comparative approach;</li> </ol>

	<p>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.</p>
<b>Course content</b>	<p>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.</p>

**13.0 Instructional Methods**

The instructional method is through the online course materials and hardcopies distributed to students at the Study Centres. Online facilitation is done through Learners Management Systems LMS . Other online fora for instructional delivery include chat, synchronous and asynchronous methods of communication using the LCMS platform and other mobile technologies. The facilitators will be closely monitored by the Head of

the Department, the Study Centre Director and Directorate of Learners Support Services DLSS staff to ensure the quality of the services being rendered to the students.

#### **14.0 Quality Assurance**

Subject to the Senate's recommendations, the process of developing and adapting all instructional items is seriously monitored internally, so as to ensure quality right from the onset. The instructional items to be developed are subjected to plagiarism checks by the university and they are developed and edited by experts with PhD as a minimum qualification. Besides the 5-year period for the review of instructional items is another opportunity for review as the need arises to ensure the quality of the programme. Facilitators for the various courses are carefully selected from sister Universities nationwide with a minimum qualification of PhD. Finally, the West Midlands Open University policy and procedures for internal course validation follow.

#### **15.0 Evaluation**

Evaluation of all the courses would consist of Tutor Marked Assignments (TMAs), Computer Marked Assignments CMA and End of Semester Examinations. The TMA and CMA known as Continuous Assessment CA constitutes 40% of the final score. The End of Semester Examination is 60%

##### **15.1 Tutor-Marked Assessments**

As part of the evaluation mechanism, each course would be provided with at least 3 TMAs to be used as part of Continuous Assessments for a course. To qualify to sit for examination therefore, each student must turn in the three TMAs for each of the courses.

##### **15.2 End of Semester Examination**

Each course will be examined at the end of the semester. Course lecturers are responsible for the provision of questions and question data banks in the Department.



Lecturers of the Department who are experts in the various course areas are responsible for TMAs and final examination question setting using the in-house style provided by the University. Thereafter, the questions would be internally moderated by the HOD and other senior internal staff in the Department before the invitation is sent to an External Assessor for moderation. The external assessor is chosen from other tertiary institutions. Also, students' projects are moderated zonally using the Project Administration System PAS .

## **16.0 Principal Officers of the University**

### **Board Members**

XXX

### **Management**

Vice Chancellor - XXX

Registrar - XXX

Librarian - XXX

## 16.1 Staff of the Department

### A. Teaching Staff

S/N	Name of Staff	Rank	Qualification/Specialization/Date Obtained	Role
	ATA-Agboni Joy Uyo PhD	Associate Professor	PhD. Public Administration and Human Resource Management Kogi State University, Anyigba, Kogi State, Nigeria 2009-2014	
	Hussaini, Momoh Lawal PhD	Senior Lecturer	PhD Public Policy and Development Studies Ahmadu Bello University, Zaria 2023 Ph.D Sociology	
	Dr. Sapele Frank Funkeye	Senior Lecturer	PhD, Political Science (Public Administration) Ignatius Ajuru University of Education, Port Harcourt, 2018-2021 Session	

	<b>ADENUGA, Adetoun Oluwaremilekun Esther</b>	<b>Senior Lecturer</b>	<b>Doctor of Philosophy, Political Science University of Lagos, Akoka, Lagos, Nigeria. June 2020</b>	
	<b>Olugbenga Paul-Osaro</b>	<b>Lecturer 11</b>	<b>Philosophy (PhD -in view) Olabisi Onabanjo University, Ogun State, Nigeria.  Master of Arts Degree in Philosophy University of Lagos Akoka-Yaba, Lagos State 2007 to 2008</b>	
	<b>IDOWU, Esther Oluwaseun</b>	<b>Lecturer II</b>	<b>PhD International Relations (in View) – University of Ibadan  M.Sc. Political Science (International Relations)– University of Ibadan, Ibadan, 2014</b>	

**B. Technical Staff**

S/N	NAME	QUALIFICATION	SPECIALISATION	RANK

**C. Administrative Staff**

S/N	NAME	QUALIFICATION	RANK

### **17.0 Learners' Support**

Similar to other students receiving tertiary education, students in Distance Education require various academic and administrative support services from the University. The existing academic support services are from the Directorate of Learner Support Services DLSS that currently coordinates various Study Centres, student Counsellors and Facilitators. The School of Computing on its own, takes steps to enhance Study facilitation by following up on facilities available for its courses in all Study Centres and employ more Facilitators as the need arises.

### **18.0 Recognition of the Programme**

The Public and Policy Administration Department at West Midlands Open University has garnered recognition for its commitment to producing graduates equipped with the knowledge and skills required for impactful contributions to the public sector. The program is acknowledged for its emphasis on cultivating ethical leaders and administrators capable of navigating complex policy landscapes. The department's recognition extends to its efforts in fostering a comprehensive understanding of governance principles, public service dynamics, and effective policy implementation. Graduates of this program are acknowledged for their potential to make valuable contributions to the field of public administration and policy.

### **19.0 Target Students**

The Public and Policy Administration Department at West Midlands Open University targets students with a keen interest in the intricacies of public administration, governance, and policy formulation. This program is designed for individuals aspiring to contribute to effective public service, policy analysis, and governmental operations. Prospective students include those seeking a deep understanding of public policy frameworks, governance structures, and the practical skills necessary for effective administration in various public sector roles. Additionally, individuals interested in

addressing societal challenges through informed policy decisions and strategic public management are encouraged to pursue studies in this department.

## **20.0 Conclusion**

The Public and Policy Administration Department at West Midlands Open University is housed within the Faculty of Management Sciences. Our primary objective is to nurture graduates who resonate with the core values of the university, embodying traits such as truthfulness, empathy, and innovation. With a well-rounded curriculum, the department empowers students by fostering a diverse skill set that includes proficiency in public policy, leadership qualities, entrepreneurial acumen, and strong analytical capabilities. This comprehensive approach ensures that our graduates are thoroughly equipped to excel in the dynamic realm of public administration. They emerge as adaptable and ethical professionals, ready to meet the evolving challenges of the contemporary socio-political landscape.