

2-YEAR DIPLOMA IN PUBLIC ADMINISTRATION AND LOCAL GOVERNMENT

FIRST YEAR

FIRST SEMESTER

MAJOR COURSES

TITLE UNITS

LGPA 0100	Basic Principles of Public Administration	2
LGPA 0101	Principles of Local Government	2
LGPA 0120	Elements of Government	2
LGPA 0140	Introduction to Population Dynamics	3
ACC 0101	Principles of Accounting 1 for Local Government	3

REQUIRED ANCILLARY COURSES

C.S 0131	Foundations of Computer Science	2
SWK 0101	Elements of Sociology for Social Workers	2

GENERAL STUDIES

G.S. 101	Use of English 1	2
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Total

18

SECOND SEMESTER

MAJOR COURSES

TITLE

UNITS

LGPA 0102	History of Local Government in Nigeria	2
LGPA 0121	Legal Basis of Local Government	2
LGPA 0141	Local Government in Development	3
ACC 0102	Principles of Accounting II for Local Government	3
LGPA 0160	Introduction to Research Methods	2

REQUIRED ANCILLARY COURSES

SWK 0103	Introduction to Social Work	4
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GENERAL STUDIES

G.S 102	Use of English	2
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SECOND YEAR

FIRST SEMESTER

MAJOR COURSES

TITLE

UNITS

LGPA 0200	Introduction to Nigeria Public Administration	2
LGPA 0201	Issues in Local Government Administration	3
LGPA 0222	Nigeria Government 1: History & Processes	2

LGPA 0240	Demographic Perspectives in Policies in Nigeria	3
LGPA 0241	Population Information Management	3
LGPA 0242	Education; Employment & Human Resources at Local Government Level	3
REQUIRED ANCILLARY COURSES		
STA 0121	Introductory Sampling Theory and Survey Method	2
Total		18

SECOND SEMESTER

MAJOR COURSES	TITLE	UNITS
LGPA 0223	Nigeria Government II: Structure & Processes	2
LGPA 0230	Planning & Community Development	3
LGPA 0243	Population & Development Inter-Relation	3
LGPA 0260	Project	6
EMPHASIS ON ADMINISTRATION		
LGPA 0210	Urban Development	3
LGPA 0211	Personnel Management	3
OR		
EMPHASIS ON FINANCE		
LGPA 0250	Local Government Finance	3
LGPA 0251	Local Government Accounting & Auditing	3
Total		20

COURSE DESCRIPTION

LGPA 0100 Basic Principles of Public Administration

Nature and scope of Public Administration; the Scientific, Organizational and Bureaucratic approaches to Public Administration; Basic principles of decision-making, power, Administrative legitimacy, public relations, resource management and efficiency in Administration. **(2 Units)**

LGPA 0101 Principles of Local Government

The meaning, scope and general features of Local Government and Local Administration; the value bases of Local Government; rationale for general principles of urban government and municipal administration. **(2 Units)**

LGPA 0102 History of Local Government

Traditional government in various parts of Nigeria; impact of colonialism on this Type of government; native authority system of local government; rural

district Council and urban district council systems of local government; the sole Administrator and Divisional Development Administrative Systems of Local Government the 1976 National Reforms of Local Government in Nigeria.

(2 Units)

LGPA 0120 Elements of Government

The meaning and functions of Government, Basic Political Concepts. Types of Government: Federal and Unitary Government; Confederations; Military Governments. Contributions, Organs of Government. Basic Principles of Government: political parties and party system; pressure groups and public opinion. The electoral process, public administration.

(2 Units)

LGPA 0121 Legal Basis of Local Government

The nature of law; sources of Nigeria Law; the Legal Foundations of Local Government; Native Authorities in Nigeria and the relevant proclamations, Ordinances and ethics that shaped their development; judicial control of Local Government- Declaration and modern local government institutions; the relationship between Local Government; Politics and problems of community developments and budgeting at the local levels.

(3 Units)

LGPA 0140 Introduction to Population Dynamics

The meaning of Population dynamics; sources of population data; factors responsible for population change i.e. fertility, reasons for high fertility in developing countries etc; mortality, migration and outline of World and Regional; population growth.

(3 Units)

LGPA 0141 Local Government in Development

The role of Local Government in Development; participation at grassroot and Democracy; process of development in Nigeria; effects of planning; major Constraints in Local Government in respect of Planning and Development.

(3 Units)

LGPA 0160 Introduction to Research Methods

Importance of research in social studies; survey research; basic research concepts, operational definitions; simple descriptive statistics such as percentages, graphs, frequency distribution; sampling techniques, use of coding and computer; writing research reports.

(2 Units)

ACC 0101 General Principles of Accounting for Local Government I

Historical development, nature and aims and objectives of Financial Accounting. Introduction of Local Government Accounts- Accounting concepts and Techniques In Local Government as stipulated in the Revised Financial Memoranda; the uses of Model Financial Memoranda for Local Government. The role of accountants, function and relationship with the Information System of Organization. Accounting Procedures and Systems, Trials Balances Accruals, Payments and Adjustments. Classifications of Expenditure between Capital and Revenue. Methods of Recording Accounting data: manual and mechanical, Trading and Profit and Loss Accounts and Balance-sheets; the cash book, Bank Reconciliation. The planning appraisal, control and finance of real investment projects in the public Sector with emphasis on the contracts with private sector practice. (3 Units)

ACC 0102 General Principles of Accounting for Local Government II

Accounts of local authorities and governments. Manufacturing Accounts. Depreciation Methods, Provision for Bad Debts, Correction of Errors. Incomplete Records and Single Entry Book-keeping, Special journals, Treatment of Control Accounts. Goods on sale or returns, Royalties Receipts and Payment/income and Expenditure Accounts, Container, Consignment. Bills of exchange. Stock Valuation. Accounts for Non-Trading Bodies, Distinction between Capital and Revenue Expenditure. Store Accounting in Local Government as stipulated in the Model Financial Memoranda for Local Government; Materials, Wages and Overhead cost of local governments. Reconciliation of costs and financial records.

(3 Units)

LGPA 0210 Urban Development

History and theory of urbanization in Nigeria: Management problems of rapidurbanization in Nigeria; urban sociology and politics; problems of peoples participation in urban community development; the urban planning process; planning for urban transportation, Land and housing environmental health, education and employment. (3 Units)

LGPA 0211 Personnel Management

Principles and objectives of personnel management; personnel operations- Recruitment and Training, Salaries, Evaluation. Discipline – leadership and Motivation as key goals of management. Staff recruitment and management under the reformed local government system. (3

Units)

LGPA 0222 Nigeria Government I: History and Processes

Nigeria society, culture and environment patterns of life, production and social relations before colonial rule. The nature and consequences of British colonial penetration and Nigeria resistance. Key political, economic and social issues in Nigeria politics 1900 to 1960. (3

Units)

LGPA 0223 Nigerian Government II: Structure and Processes

Government and politics in independent Nigeria under the first civilian Government; government and politics from 1979 to date – issues and trends in Nigeria government and politics. (2 Units)

LGPA 0230 Planning and Community Development

Definitions, objectives and goals of development; the basic principles of community development. Self-help, community development and local government; methods and orientation of community in local development. Agencies and institutions engaged in prohibitions, statutory appeals etc, legal Forms of state control of Local Government; power of Local Government to make bye-laws, declare and amend customary laws.

(2 Units)

LGPA 0200 Introduction to Nigerian Public Administration

The Environment of Public Administration in Nigeria; the historical roots of Nigerian Public Administration; the social, economic and political environment of Nigerian Public Administration. The Nigerian Civil Service Structure, function and Problems. Processes of Public Administration. (2

Units)

LGPA 0201 Issues in Local Government and Local Administration

Politics and Government at the Local level; the relationship between traditional Political institutions and local development- their relationships. The role of outside agencies in community development projects in Abia, Akwa-Ibom, Benue, Cross-Rivers, Enugu, Imo, Kogi, Anambra and Rivers State. (3 Units)

LGPA 0240 Demographic Perspectives in Policies in Nigeria

This course deals with the concept of public policy, policy process and the identification of policy issues; demographic implications. The institutional framework and the population factors. (3 Units)

LGPA 0241 Population Information Management

Sources of population information; techniques of population information collection, storage and retrieval; the analysis of population

information including editing, computer processing; population information dissemination. **(3 Units)**

LGPA 0242 Education, Employment & Human Resources at Local Government

Introduction to population and human resource development; the educational systems in Nigeria; the Nigerian labour force; levels and patterns of labour force

Participation; the concept and methodology of human resources planning and the educational needs in the light of economic development perspectives. **(3 Units)**

LGPA 0243 Population and Development Inter- Relation

Introduction to population and development emphasizing the human aspects of development; showing how population size affects development; how rates of population growth affect development; population and health; migration and health; the effects of development on demographics events and population planning. **(3**

Units)

LGPA 0250 Local Government Finance

General nature of public finance; principles of distributing tax and rate burdens. The principles, practice, law and administration of Nigerian taxation systems, Federal- state-local general revenue resources- property tax, motor vehicle tax, income tax, sales tax, entertainment tax. Grants-in-aids-types and uses. Assessment of property values, review and appeal of assessment; rate avoidance and evasion. Other sources of local government revenues. Inter-governmental fiscal allocation systems- a brief historical review of revenue allocation in Nigeria; evaluation of Local Government finance in Nigeria.

(3 Units)

LGPA 0251 Local Government Accounting and Auditing

The principles and practice of auditing- objectives- different classes and types of audit. The valuation and verification of assets and liabilities, balance sheet audit. Audit of Local Government accounts- case studies. Auditing procedure as affected by mechanized systems of accounts. Audit report analysis of selected annual Local Government audits in Abia, Akwa-Ibom, Anambra, Benue, Cross-Rivers, Enugu, Imo, Kogi and Rivers State; audit queries and surcharges.

(3 Units)

LGPA 0260 Project

Supervised Research of Project- The Research paper shall embody a problem Statement, hypotheses, methods and techniques adopted, analysis of data, report Of findings, conclusions and source of materials. **(6 Units)**

**Revised Three-Year Standard Undergraduate
Programme in Public Administration (Direct Entry)**

REVISED THREE-YEAR STANDARD UNDERGRADUATE PROGRAMME IN PUBLIC ADMINISTRATION (DIRECT ENTRY)

Philosophy

The philosophy of the programme is hinged on the provision of a broad based training that equips students with the necessary knowledge and skills in the art and science of modern administration, which are relevant and applicable to both public and private sectors of the economy.

Objectives

The objectives of the programme are to:

- produce high level manpower relevant to the needs of both public and private sector bureaucracies;
- equip the students with the comprehensive knowledge of the dynamics of the art and science of public administration;
- enable students who are interested in the pursuit of higher degrees to acquire the necessary foundation for such advancement; and
- produce students who would contribute their quota towards the integral development of the nation.

Scope

The programme provides in-depth knowledge in the following core areas of public administration:

Administrative Theories; Development Administration; Administration and Management; Government and Politics; Human Resource and Personnel Management; Financial Administration; Local Government Administration; Administrative Law; Public Policy; Rural and Community Development; Public Enterprise Management

ENTRY REQUIREMENTS

a. Direct Entry

Candidates for direct entry should possess one of the following qualifications:

- i. General Certificate of Education Advanced Level (A/L) passes or the equivalent in any of the following subjects; Government, Economics, Business Management and Accounting.
- ii. Ordinary National Diploma in Public Administration or relevant disciplines at Lower Credit level or Merit level pass.

- iii. Diploma in Public Administration of the University of Nigeria at Lower Credit level or Merit level pass

Job Opportunities

Graduates of this programme can fit into different fields of human endeavour in both private and public sectors of the economy. The graduates can serve as administrative and personnel officers, planning officers, policy analysts, finance officers, external affairs officers, among others.

Stress Areas

Theories and Foundation Courses	0
Local Government Administration	1
Administration and Management	2
Government and Politics.	3
Financial Management	4
Personnel Management	5
Law and Administration	6
Public Policy	7
Research and Seminars	8
Project	9

**REVISED THREE-YEAR STANDARD UNDERGRADUATE
PROGRAMME IN PUBLIC ADMINISTRATION
(DIRECT ENTRY)**

YEAR ONE

FIRST SEMESTER

Major

Courses	Titles	Units
PUB 221	Nigerian Public Administration	2
PUB 241	Introduction to Cost and Management Accounting	2
PUB 251	Introduction to Human Resource Management	2
PUB 243	Introduction to Financial Management	2

Required Ancillary Courses

COS 101	Introduction to Computer Science	2
PUB 105	Elementary Mathematics for Public Administration I	2
FSS 201	Introduction to Statistical Methods for the Social Science I	2
PUB 223	Introduction to Business Communication	2

General Studies

GSP 201	Basic Concepts and Theories of Peace, Conflict and Other Topical Issues in the Social Sciences	2
GSP 207	Logic, Philosophy and Human Existence	2

Electives

Choose any one of the following:

PHL 131	Introduction to Logic and Clear Thought	2
PSY 241	Introduction to Social Psychology	2
PUB 103	Elements of Political Science	2
	Total	<u>22</u>

SECOND SEMESTER

Major Courses	Titles	Units
PUB 220	Administration and Environment	2
PUB 240	Introduction to Public Financial Administration	2
PUB 244	Introduction to Business	2
PUB 242	Introduction to Financial Accounting II	2
PUB 262	Nigerian Legal System II	2
Required Ancillary Course		
PUB 106	Elementary Mathematics for Public Administration II	2

FSS 202	Introduction to Statistical Methods for the Social Science II	2
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General Studies Courses

GSP 202	Issues in Peace and Conflict Resolution Studies	2
GSP 208	Nigerian Peoples and culture	2

NOTE:Non-University of Nigeria Diploma Graduates may be required to take First year G.S. Courses

Electives

Choose any one of the following:

SOC 101	Introduction to Sociology I	2
PUB 104	Elements of Political Science	2

Total **20**

YEAR TWO

First Semester

Major Courses	Titles	Units
PUB 301	Theories of Development	2
PUB 321	Project Management	2
PUB 323	Urban Administration	2
PUB325	Traditional Administrative System in Nigeria	2
PUB351	Principles of Public Sector Industrial Relations	2
PUB 361	Administrative Law	2
PUB 381	Research Methods	3

Required Ancillary Course

CED 341	Introduction to the Study of Entrepreneurship	2
Total		<u>17</u>

SECOND SEMESTER

Major Courses	Titles	Units
PUB 302	Organisation and Administrative Theory	2
PUB 330	Inter-Governmental Relations	2
PUB 340	Auditing for Public Administration	2
PUB 342	Government Accounting	2
PUB 352	Personnel Administration	2

Required Ancillary Courses

COS 304	Computer Application Systems	3
CED 342	Business Development and Management	2

Total **15**

YEAR THREE

FIRST SEMESTER

Major Courses	Titles	Units
PUB 421	Development Administration	3
PUB 423	Public Enterprises Management	2
PUB 441	Public Financial Management	2
PUB 471	Public Policy Analysis	3
PUB 431	Democratic Studies	3
Personnel Management		
PUB 451	Manpower Planning and Development	2
Financial Management		
PUB 443	Public Sector Budgeting	2
Total		<u>15</u>

SECOND SEMESTER

MAJOR COURSES	Titles	Units
PUB 420	Comparative Public Administration	2
PUB 412	Management Problems in the Local Government System in Nigeria	2
PUB 424	Social Services and Welfare Administration in Nigeria	2
PUB 490	Project	6
Personnel Management		
PUB 450	Demographic Perspective in Public Administration	2
PUB 452	Information and Communication Management	2
Financial Management		
PUB 426	Administration and Technology	2
PUB 442	Public Administration Ethics	2
Total		<u>16</u>

COURSE DESCRIPTIONS

Pub 220 Administration and Environment 2 units

This course will examine anti-bureaucratic concepts in Nigeria Public Administration; the political environment of Nigeria colonial and Pre-colonial and Post-colonial era as well as Socio-political economic environment of Public Administration in first, second as well as subsequent Republics in Nigeria. This also emphasizes environment administration interrelations through a critical discussion of the ecology of administration, the politics of administration and varieties of these in different ecological systems.

PUB 221 Nigeria Public Administration 2 units

This course exposes students to the peculiarities of Public Administration in Nigeria. It traces the historical roots of Nigerian Public Administration and analyses the processes of Public Administration in Nigeria. Crucial issues in Nigerian Public Administration are part of its focus.

PUB 223 Introduction to Business Communication 2 units

Rudiments of communication: communication defined, elements of communication, principles of communication; oral, written and non verbal communication: language defined, non-verbal communication, listening, oral and written communication; functions and settings of communication: functions of communication, communication setting; communication theories of models: linear model, interactional model, transactional model etc. Writing and communication methods: writing defined, stages of writing, other aspects of the writing process, corporate and public communications, commercial communication method and letter writing.

PUB 240 Introduction to Public Financial Administration 2 units

This course examines the theory of Public Finance, the nature of the public sector, the theory of public revenue and expenditure, Instruments of taxation, Management of public debts, finance and Audit Acts, Financial Instructions, the budget process.

PUB 241 Introduction to Cost and Management Accounting 2 units

Nature, Scope and functions of Cost and Management Accounting. The principles underlying the preparation and presentation of cost accounts for various types of business. The different meanings of 'cost' Viz: historical costs standard cost, marginal cost average cost etc cost unit and cost centers. The elements of cost and classification of costs. Cost accounting for material, labour, overheads and equipment: job and process of cost accounting, elements

of marginal costing, standard costing and budgetary control. Double entry accounts for cost control. Nature and uses of accounting ratio. Some current problems and issues.

PUB 242 Introduction to Financial Accounting II 2 units

This course focuses on Manufacturing, trading and profit and loss accounts and balance sheets of a company/business organization: accounting treatment of control accounts and bank reconciliations, accounts for Non-profit organization, contract accounting .Depreciation methods and correction of errors, incomplete records and single entry book keeping.

PUB 243 Introduction to Financial Accounting I 2 units

This course focuses on the nature and scope of accounting: the role of accountants: the accounting function and its relationship with the information system of organizations. It also examines accounting procedure and system: double entry book-keeping systems, the trial balance, accruals, prepayments and adjustments: classification of expenditure between capital and revenue. Methods of recording accounting data: manual and mechanical.

PUB 251 Introduction to Human Resource Management 2 Units

This course examines the importance of the human factor in organizations. It focuses on issues such as public and private sector recruitment process, promotions, discipline, training, motivation, line and staff relationships and performance appraisal.

PUB 262: Nigerian Legal System 2 units

This course examines the idea of a legal system and its importance in modern society. It examines the nature of law in general with respect to traditional and modern laws. It also discusses the sources of Nigerian Law among others. This course examines the court system, outline of civil and criminal procedures, the role of judicial officers and their appointment and tenure. It also focuses on the legal profession, as conflicts and resolution of conflicts.

PUB 301 Theories of Development 2 Units

This course examines the major theories of development as they apply and explain third world underdevelopment. It is a conglomeration of theories drawn from a variety of social science disciplines and approaches. Efforts will be made to address emerging development issues and paradigms in Nigeria.

PUB 302 Organization and Administrative Theory 2 units

This course focuses on origins, structure and management of organizations, formal and informal organizations, the impact on informal norms in formal organization. organization theories; co-ordination, efficiency, retrenchment and growth, motivation, leadership, communication and dynamics of change in organization. It also examines the concept of administration, its emergence, complexity and maintenance, efficiency in public administration, politics and administration dichotomy, decentralisation, deconcentration and devolution, delegation, conflict resolution strategies; leadership and innovation, communication skills.

PUB 321 Project Management 2 units

The central purpose of this course is to examine the relevance of methods and techniques of project planning and execution. It develops a foundation of concepts and solutions that supports the planning, scheduling, controlling, resource allocation and performance measurement activities required for successful completion of development projects

PUB 323 Urban Administration 2 units

This course examines the history of the contemporary planning movement; the scope and goals of comprehensive planning; community decision-making processes, problems of urbanization and their implications for public policy and administration.

PUB 325 Traditional Administrative System in Nigeria 2 units

This course discusses the early history of Nigeria, culture in detail, migration and formation of centralized institutions. Hausa state, Kanem-Borno; Yoruba states, Benin etc. and administration in those states. Formation of acaphealous groups east and west of the Niger delta, north and south of the Benue; administration within these groups.

PUB 330 Inter-Governmental Relations in Nigeria 2 units

This course focuses on the character of inter-governmental relations in a federal system of government. Issues examined include the dynamics of such relations; types of inter-government relation; problems and solutions in inter-governmental relations management; inter-governmental fiscal relations (fiscal federalism) problems of controlling lower tiers of government particularly the local government

PUB 340 Auditing for Public Administrators 2 units

This course focuses on principles of auditing, internal control and internal check; audit programme, verification of Balance Sheet items; audit queries and

reports, rights, duties, and liabilities of auditors and investigations/audit reports of federal and state government case studies.

PUB 342 Government Accounting 2 units

This course introduces government accounts and focuses on issues such as authorization to incur expenditure; account; government budgets and accounting stores, and contract cost accounting. It includes preparation of Federation, Consolidated Revenue Fund, Development and Contingency Accounts. Universities and Hospital Accounts, Abstract Accounts for local Governments and other agencies accounts are included.

PUB 351 Principles of Public Sector Industrial Relation 2 units

The aim of this course is to get students acquainted with the concepts and scope of public sector industrial relations. It focuses on the historical antecedents of labour and industrial relations as well as their associated problems in Nigerian public enterprises.

PUB 352 Personnel Administration 2 units

This course examines issues bordering on personnel management concepts and principles of personnel management approaches, line and staff organization structure, personnel policies, employment procedures and processes. It also focuses on manpower planning and development, theories and application of motivation in personnel management.

PUB 361 Administrative Law 2 units

This course examines the classification of government powers, the concepts of delegated legislation and the rule-making powers of administrative agencies as well as the parliamentary and judicial review of administrative actions, and the legal liability of government.

PUB 381 Research Methods 3 units

This course introduces students to the research process, beginning with the conceptual and theoretical knowledge to the execution of research projects. By examining the practical steps involved in research execution from the statement of problem to bibliographical citation methods.

PUB 420 Comparative Public Administration 2 units

This course exposes students to public administration processes in selected developed and developing countries. A comparative study of levels, shapes and methods of control of the public service in selected countries constitute its area of focus.

**PUB 412 Management Problems in the Local Government System
2 Units**

A study of various management problems in the local government –leadership, finance, boundary, manpower, efficiency, effectiveness and responsibility, urbanization, etc with particular reference to the local government, impact of the various reforms on the identifiable management problems.

PUB 421 Development Administration 3 units

This course introduces students to the concept of Development Administration. It discusses the main ideas/philosophies of development administration. Other areas of focus include; the role of bureaucrats in development administration; politics and problems of development administration.

PUB 423 Public Enterprises Management 3 units

This course aims at imparting the students with the knowledge of the aims and classifications of public enterprises in Nigeria. It also analyses government policies on public enterprises; organization of public enterprises with emphasis on membership of boards, staffing and finance of public enterprises.

**PUB 424 Social Service and Welfare Administration in Nigeria
2 units**

This course examines the nature and development of social policy in the context of changing social conditions and of the impact upon family and group organization of welfare policies and social services in Nigeria. Other major topics taken up are groups in special needs, criminology, policies and problems in education, social policy, health services, and social services in general in their organizational context with particular reference to evaluating their effectiveness

PUB 426 Administration and Technology 2 Units

The concepts of administration and technology will be operationalized. Other areas that will be studied include the problems of technological transfer and administration, models of development economics in transition and their historical experience in relation with development policies.

PUB 431 Democratic Studies 2 units

The Concept of Democracy; Political Theories of Democracy; Analysis of Processes and institutions of democracy; democracy and democratic dynamics in Nigeria; electoral participation and procedures in Nigeria: Trends, problems and prospects; human rights and democracy; national/ global context of

democracy, developing techniques for the empowerment of constituencies; parameters which constrain collective institutions and the state.

PUB 441 Public Financial Management 3 unit

The course focuses on the processes and activities of how government Federal, State and Local Governments generate revenue utilize it for the attainment of stated objectives. It also focuses on the concept of fiscal federalism, tax assignment and revenue allocation under the Nigerian federal structure, resource control issues, review of country experiences in revenue allocation, etc.

PUB 442 Public Administration Ethics 2 Units

This course examines the place of ethics in Public Administration. It analyses the nature and significance of ethics, classical ethical theories of Plato, Aristotle, Epicures, the stoics etc. Modern ethics and the philosophical analysis of behaviour are areas of focus. In addition, attention will be focused on ethical codes, civil general order (GO) and contemporary ethical problems in Public Administration and Financial Administration.

PUB 443 Public Sector Budgeting 2 units

This course examines the general purpose of budgeting and types of budgets, Comparative public sector budgetary systems: Nigeria, U.K., U.S.A. or Russia, General aspects of public expenditure, causes of increasing government expenditure, classification of public expenditure, fiscal policy, the problem and its element economic public debt and economic policy, Obstacle to effective revenue mobilization and management planning, programming budgeting system. Budgeting, local government revenue and finance.

PUB 450 Demographic Perspective in Public Administration 2 units

This course deals with population factors and their implications for public administration. It emphasizes how population growth, migration and other population factors impact on the administrative process. It further emphasis the impact of demographic dynamics on policy making and its implementation.

PUB 451 Manpower Planning and Development 3 units

Manpower planning and development issues are central to this course. The place of training, recruitment, selection, placement and promotion, in human resources planning will be fully analyzed. In this course, essential elements related to the processes and challenges of matching people with the required positions in organisations are to be stressed on.

PUB 452 Information and Communication Management 2 units

This course focuses on information communication system in an organization. It discusses issues such as report writing, preparation of council and committee minutes, letter writing etc. Appropriate techniques for modern information gathering, storage and retrieval are also to be discussed.

PUB 471 Public Policy Analysis 3 units

This course deals with nature and Complexity of public Policy Making; Implementation and Evaluation; Basic Concepts like Policy, Policy Arena, the Policy Cycle; are defined and illustrated. Formal and Informal ways of Generating Policy. Theories of Decision-making; and Selected Models in Policy-Analysis. General Economic and Social Development Policy, Health, Sanitation and Welfare Policy; Housing Policy, Defence and Foreign Policy; Education Policy, Agriculture and Rural Development Policy.

PUB 490 Project 6 units

This focuses on developing students' skill in writing, analysing and presenting research reports based on an extensive research of a specific subject matter or topic in relevant areas such as administration, management, public policies, development, etc. Students are expected to present a research – based report of not less than 40 pages at the end of session.

**Revised Four-Year Standard Undergraduate
Programme in Public Administration**

REVISED FOUR-YEAR STANDARD UNDERGRADUATE PROGRAMME IN PUBLIC ADMINISTRATION

Philosophy

The philosophy of the programme is hinged on the provision of a broad based training that equips students with the necessary knowledge and skills in the art and science of modern administration, which are relevant and applicable to both public and private sectors of the economy.

Objectives

The objectives of the programme are to:

- produce high level manpower relevant to the needs of both public and private sector bureaucracies;
- equip the students with the comprehensive knowledge of the dynamics of the art and science of public administration;
- enable students who are interested in the pursuit of higher degrees to acquire the necessary foundation for such advancement; and
- produce students who would contribute their quota towards the integral development of the nation.

Scope

The programme provides in-depth knowledge in the following core areas of public administration:

Administrative Theories; Development Administration; Administration and Management; Government and Politics; Human Resource and Personnel Management; Financial Administration; Local Government Administration; Administrative Law; Public Policy; Rural and Community Development; Public Enterprise Management

ENTRY REQUIREMENTS

b. Unified Tertiary Matriculation Examination (UTME)

Under this mode of entry, candidates shall in addition to the general entry requirements of the University of Nigeria of five credits in not more than two sittings, be required to have a credit in Mathematics, Economics, Government or History at the General Certificate of Education (O'Level) Examination or Senior Secondary School Certificate Examination, NECO or, the equivalent.

Job Opportunities

Graduates of this programme can fit into different fields of human endeavour in both private and public sectors of the economy. The graduates can serve as administrative and personnel officers, planning officers, policy analysts, finance officers, external affairs officers, among others.

Stress Areas

Theories and Foundation Courses	0
Local Government Administration	1
Administration and Management	2
Government and Politics.	3
Financial Management	4
Personnel Management	5
Law and Administration	6
Public Policy	7
Research and Seminars	8
Project	9

**REVISED FOUR-YEAR STANDARD UNDERGRADUATE
PROGRAMME IN PUBLIC ADMINISTRATION**

Four Year Standard Programme

YEAR ONE

First Semester

Major Courses	Titles	Units
PUB 101	Introduction to Public Administration 1	2
COS 101	Introduction to Computer Science	2
PHL 101	Introduction to Philosophy	2
PUB 103	Elements of Political Science	2
PUB 105	Elementary Mathematics for Public Administration I	2
Required Ancillary Courses		
SOC 101	Introduction to Sociology I	2
PSY 101	Introduction to Psychology I	2
ECO 101	Principles of Economics	2
General Studies Courses		
GSP 101	The Use of English I	2
GSP 105	Natural Science I	2
GSP 111	Use of Library & Study Skills	2
	Total	<u>22</u>

SECOND SEMESTER

Major Courses	Titles	Units
PUB 102	Introduction to Public Administration II	2
PUB 104	Elements of Political Science II	2
PUB 106	Elementary Mathematics for Public Administration II	2
PUB 120	Principles of Management	2
PUB 122	Introduction to Organisations	2
PUB 170	Introduction to Public Policy	2
General Studies		
GSP 102	The Use of English II	2
GSP 106	Natural Sciences II	2
Electives		
Choose any of the following courses;		
ECO 102	Principles of Economics II	2
PSY 102	Introduction to Psychology II	2
	Total	<u>18</u>

YEAR TWO

First Semester

Major Courses	Titles	Units
PUB 221	Nigerian Public Administration	2
PUB 223	Introduction to Business Communication	2
PUB 241	Introduction to Cost and Management	2
PUB 243	Accounting	
	Introduction to Financial Accounting 1	2
PUB 251	Introduction to Human Resources Management	2
Required Ancillary Course		
FSS 201	Introduction to Statistical Methods for the Social Sciences I	2
General Studies		
GSP 201	Basic Concepts and Theories of Peace and Conflict	2
GSP 207	Logic, Philosophy and Human Existence	2
Electives		
Choose any one of the following:		
PHL 131	Introduction to Logic and Clear Thought	2
PSY 241	Introduction to Social Psychology	2
	Total	<u>18</u>

SECOND SEMESTER

Major Courses

	Titles	Units
PUB 220	Administration and Environment	2
PUB 240	Introduction to Public Financial Administration	2
PUB 242	Introduction to Financial Accounting II	2
PUB 244	Introduction to Business	2
PUB 262	Nigerian Legal System	2
Required Ancillary Course		
FSS 202	Introduction to Statistical Methods for the Social Sciences II	2
General Studies Courses		
GSP 202	Issues in Peace and Conflict Resolution Studies	2
GSP 208	Nigerian Peoples and Culture	2
Elective		
Choose any one of the following:		
SOC 101	Introduction to Sociology II	2

EDU 102	Introduction to Education	2
	Total	<u>18</u>

YEAR THREE

First Semester

Major Courses	Titles	Units
PUB 301	Theories of Development	2
PUB 321	Project Management	2
PUB 323	Urban Administration	2
PUB 325	Traditional Administrative System in Nigeria	2
PUB 351	Principles of Public Sector Industrial	2
PUB 361	RelationsAdministrative Law	2
PUB 381	Research Methods	3

Required Ancillary Course

CED 341	Introduction to the Study of Entrepreneurship	3
	Total	18

SECOND SEMESTER

Major Courses	Titles	Units
PUB 302	Organization and Administrative Theory	2
PUB 330	Inter-Governmental Relations	2
PUB 340	Auditing for Public Administration	2
PUB 342	Government Accounting	2
PUB 352	Personnel Administration	2

Required Ancillary Courses

COS 304	Computer Application Systems	3
CED 342	Business Development and Management	2
	Total	<u>15</u>

YEAR FOUR

First Semester

Major Courses	Titles	Units
PUB 421	Development Administration	3
PUB 423	Public Enterprises Management	3
PUB 431	Democratic Studies	3
PUB 441	Public Financial Management	3
PUB 471	Public Policy Analysis	3

Electives

Choose any one of the following:

Personnel Management

PUB 451 Manpower Planning and Development 2

Financial Management

PUB 443 Public Sector Budgeting 2

Total 17

SECOND SEMESTER

Major Courses	Titles	Units
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PUB 412	Management Problems in the Local Government System in Nigeria	2
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PUB 420	Comparative Public Administration	2
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PUB 424	Social Services and Welfare Administration in Nigeria	2
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Choose any two of the following:

Personnel Management

PUB 450	Demographic Perspective in Public Administration	2
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PUB 452	Information and Communication Management	2
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Financial Management

PUB 426	Administration and Technology	2
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PUB 442	Public Administration Ethics	2
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PUB 490	Project	6
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Total 20

COURSE DESCRIPTIONS

PUB 101 Introduction to Public Administration I 2 Units

This course focuses on the nature and scope of Public Administration. It examines the scientific, organizational and bureaucratic approaches to the Study of Public administration as well as the basic principles of decision-making and efficiency in administrative situations.

PUB 102 Introduction to Public Administration II 2 units

It is expected that at the end of this course, students will be able to discuss the relationship between Public Administration and other disciplines especially in the social science. Other areas of focus include the processes of public

administration, power, authority, legitimacy, and the use of sanction, in public administration.

PUB 103 Elements of Political Science I 2 units

This course introduces students to the nature of politics. It emphasizes the issues of Political discourse and practice. It also introduces students to the basic concepts of politics that includes state, sovereignty, class, power, authority, legitimacy, constitution, influence, democracy, separation of power, checks and balances, rule of law and revolution.

PUB 104 Elements of Political Science II 2 units

This course provides an understanding of the major issues of political science, the methods of political science which includes the philosophical approach, the historical approach, the power methods, the behavioural approach, the systems approach, the structural-functional approach, the communications/cybernetics approach, the game theory, the decision-making approach, and the centre-periphery approach. It will discuss the relationships between political science and other disciplines (Public Administration, Economics, Sociology, Psychology, Religion, Philosophy and Law). The course will also examine the classification of political systems (Liberal democratic system, mobilization political system and transitional political system). Finally, the modern political structures such as executive, legislature and

PUB 105 Elementary Mathematics for Public Administration I 2 units

This course is designed to expose students to elementary mathematics in the context of Public Administration. At the end of the course the students are expected to know how some basic mathematics are applied for efficient and effective administration. Mathematics is used in Public Administration for comparisons, evaluations, projection, report presentation, analysis, performance evaluation etc. Its covers percentages and simple interests for loans, government bonds and employee loans; fractions, unitary methods for analysis; equations: simple, simultaneous budgets, expenditure for decision making, modelling and comparisons Graphs: Linear and quadratic for data and report presentation.

PUB 106 Elementary Mathematics for Public Administration II 2 units

This course is designed to expose the students to basic mathematics that are essential for decision making in Public Administration. They are also useful for project appraisal and analysis. They include: Statistics; Set- for decision making on the selection of items useful and alternatives; Matrices and structures;

Mensuration to find the areas, perimeters of plane figures and circles. This will include Hero's formula, surface area and volume.

PUB 120 Principles of Management 3 units

This course seeks to intimate students with the nature of management principles and their validity. It comprises a brief review of management concepts and theories as well as management principles like planning, organizing, controlling, etc. the problems of managing bureaucratic organizations also form part of its area of focus.

PUB 122 Introduction to Organisations 3 units

This course is designed to expose students to the concepts and basic elements of organizations. Important organizational principles such as division of work, co-ordination of work and organizational patterns are also covered by the course

PUB 170 Introduction to Public Policy 2 Units

This course introduces the study of public policy and its importance in a modern and complex society. It differentiates between public and private policies, as well as policies and decision. Furthermore, it examines a wide-range of topics such as how issues are placed on the agenda, who makes policy, how institutions function and interact and what constitutes opportunities for improved policy making.

Pub 220 Administration and Environment 2 units

This course will examine anti-bureaucratic concepts in Nigeria Public Administration; the political environment of Nigeria colonial and Pre-colonial and Post-colonial era as well as Socio-political economic environment of Public Administration in first, second as well as subsequent Republics in Nigeria. This also emphasizes environment administration interrelations through a critical discussion of the ecology of administration, the politics of administration and varieties of these in different ecological systems.

PUB 221 Nigeria Public Administration 2 units

This course exposes students to the peculiarities of Public Administration in Nigeria. It traces the historical roots of Nigerian Public Administration and analyses the processes of Public Administration in Nigeria. Crucial issues in Nigerian Public Administration are part of its focus.

PUB 223 Introduction to Business Communication 2 units

Rudiments of communication: communication defined, elements of communication, principles of communication; oral, written and non verbal communication: language defined, non-verbal communication, listening, oral

and written communication; functions and settings of communication: functions of communication, communication setting; communication theories of models: linear model, interactional model, transactional model etc. Writing and communication methods: writing defined, stages of writing, other aspects of the writing process, corporate and public communications, commercial communication method and letter writing.

PUB 240 Introduction to Public Financial Administration 2 units

This course examines the theory of Public Finance, the nature of the public sector, the theory of public revenue and expenditure, Instruments of taxation, Management of public debts, finance and Audit Acts, Financial Instructions, the budget process.

PUB 241 Introduction to Cost and Management Accounting 2 units

Nature, Scope and functions of Cost and Management Accounting. The principles underlying the preparation and presentation of cost accounts for various types of business. The different meanings of 'cost' Viz: historical costs standard cost, marginal cost average cost etc cost unit and cost centers. The elements of cost and classification of costs. Cost accounting for material, labour, overheads and equipment: job and process of cost accounting, elements of marginal costing, standard costing and budgetary control. Double entry accounts for cost control. Nature and uses of accounting ratio. Some current problems and issues.

PUB 242 Introduction to Financial Accounting II 2 units

This course focuses on Manufacturing, trading and profit and loss accounts and balance sheets of a company/business organization: accounting treatment of control accounts and bank reconciliations, accounts for Non-profit organization, contract accounting .Depreciation methods and correction of errors, incomplete records and single entry book keeping.

PUB 243 Introduction to Financial Accounting I 2 units

This course focuses on the nature and scope of accounting: the role of accountants: the accounting function and its relationship with the information system of organizations. It also examines accounting procedure and system: double entry book-keeping systems, the trial balance, accruals, prepayments and adjustments: classification of expenditure between capital and revenue. Methods of recording accounting data: manual and mechanical.

PUB 251 Introduction to Human Resource Management 2 Units

This course examines the importance of the human factor in organizations. It focuses on issues such as public and private sector recruitment process, promotions, discipline, training, motivation, line and staff relationships and performance appraisal.

PUB 262: Nigerian Legal System **2 units**

This course examines the idea of a legal system and its importance in modern society. It examines the nature of law in general with respect to traditional and modern laws. It also discusses the sources of Nigerian Law among others. This course examines the court system, outline of civil and criminal procedures, the role of judicial officers and their appointment and tenure. It also focuses on the legal profession, as conflicts and resolution of conflicts.

PUB 301 Theories of Development **2 Units**

This course examines the major theories of development as they apply and explain third world underdevelopment. It is a conglomeration of theories drawn from a variety of social science disciplines and approaches. Efforts will be made to address emerging development issues and paradigms in Nigeria.

PUB 302 Organization and Administrative Theory **2 units**

This course focuses on origins, structure and management of organizations, formal and informal organizations, the impact on informal norms in formal organization. organization theories; co-ordination, efficiency, retrenchment and growth, motivation, leadership, communication and dynamics of change in organization. It also examines the concept of administration, its emergence, complexity and maintenance, efficiency in public administration, politics and administration dichotomy, decentralisation, deconcentration and devolution, delegation, conflict resolution strategies; leadership and innovation, communication skills.

PUB 321 Project Management **2 units**

The central purpose of this course is to examine the relevance of methods and techniques of project planning and execution. It develops a foundation of concepts and solutions that supports the planning, scheduling, controlling, resource allocation and performance measurement activities required for successful completion of development projects

PUB 323 Urban Administration **2 units**

This course examines the history of the contemporary planning movement; the scope and goals of comprehensive planning; community decision-making

processes, problems of urbanization and their implications for public policy and administration.

PUB 325 Traditional Administrative System in Nigeria 2 units

This course discusses the early history of Nigeria, culture in detail, migration and formation of centralized institutions. Hausa state, Kanem-Borno; Yoruba states, Benin etc. and administration in those states. Formation of acapheulous groups east and west of the Niger delta, north and south of the Benue; administration within these groups.

PUB 330 Inter-Governmental Relations in Nigeria 2 units

This course focuses on the character of inter-governmental relations in a federal system of government. Issues examined include the dynamics of such relations; types of inter-government relation; problems and solutions in inter-governmental relations management; inter-governmental fiscal relations (fiscal federalism) problems of controlling lower tiers of government particularly the local government

PUB 340 Auditing for Public Administrators 2 units

This course focuses on principles of auditing, internal control and internal check; audit programme, verification of Balance Sheet items; audit queries and reports, rights, duties, and liabilities of auditors and investigations/audit reports of federal and state government case studies.

PUB 342 Government Accounting 2 units

This course introduces government accounts and focuses on issues such as authorization to incur expenditure; account; government budgets and accounting stores, and contract cost accounting. It includes preparation of Federation, Consolidated Revenue Fund, Development and Contingency Accounts. Universities and Hospital Accounts, Abstract Accounts for local Governments and other agencies accounts are included.

PUB 351 Principles of Public Sector Industrial Relation 2 units

The aim of this course is to get students acquainted with the concepts and scope of public sector industrial relations. It focuses on the historical antecedents of labour and industrial relations as well as their associated problems in Nigerian public enterprises.

PUB 352 Personnel Administration 2 units

This course examines issues bordering on personnel management concepts and principles of personnel management approaches, line and staff organization

structure, personnel policies, employment procedures and processes. It also focuses on manpower planning and development, theories and application of motivation in personnel management.

PUB 361 Administrative Law 2 units

This course examines the classification of government powers, the concepts of delegated legislation and the rule-making powers of administrative agencies as well as the parliamentary and judicial review of administrative actions, and the legal liability of government.

PUB 381 Research Methods 3 units

This course introduces students to the research process, beginning with the conceptual and theoretical knowledge to the execution of research projects. By examining the practical steps involved in research execution from the statement of problem to bibliographical citation methods.

PUB 420 Comparative Public Administration 2 units

This course exposes students to public administration processes in selected developed and developing countries. A comparative study of levels, shapes and methods of control of the public service in selected countries constitute its area of focus.

**PUB 412 Management Problems in the Local Government System
2 Units**

A study of various management problems in the local government –leadership, finance, boundary, manpower, efficiency, effectiveness and responsibility, urbanization, etc with particular reference to the local government, impact of the various reforms on the identifiable management problems.

PUB 421 Development Administration 3 units

This course introduces students to the concept of Development Administration. It discusses the main ideas/philosophies of development administration. Other areas of focus include; the role of bureaucrats in development administration; politics and problems of development administration.

PUB 423 Public Enterprises Management 3 units

This course aims at imparting the students with the knowledge of the aims and classifications of public enterprises in Nigeria. It also analyses government

policies on public enterprises; organization of public enterprises with emphasis on membership of boards, staffing and finance of public enterprises.

PUB 424 Social Service and Welfare Administration in Nigeria
2 units

This course examines the nature and development of social policy in the context of changing social conditions and of the impact upon family and group organization of welfare policies and social services in Nigeria. Other major topics taken up are groups in special needs, criminology, policies and problems in education, social policy, health services, and social services in general in their organizational context with particular reference to evaluating their effectiveness.

PUB 426 Administration and Technology 2 Units

The concepts of administration and technology will be operationalized. Other areas that will be studied include the problems of technological transfer and administration, models of development economics in transition and their historical experience in relation with development policies.

PUP 431 Democratic Studies
2 units

The Concept of Democracy; Political Theories of Democracy; Analysis of Processes and institutions of democracy; democracy and democratic dynamics in Nigeria; electoral participation and procedures in Nigeria: Trends, problems and prospects; human rights and democracy; national/ global context of democracy, developing techniques for the empowerment of constituencies; parameters which constrain collective institutions and the state.

PUB 441 Public Financial Management
3 units

The course focuses on the processes and activities of how government Federal, State and Local Governments generate revenue utilize it for the attainment of stated objectives. It also focuses on the concept of fiscal federalism, tax assignment and revenue allocation under the Nigerian federal structure, resource control issues, review of country experiences in revenue allocation, etc.

PUB 442 Public Administration Ethics
2 Units

This course examines the place of ethics in Public Administration. It analyses the nature and significance of ethics, classical ethical theories of Plato, Aristotle, Epicurus, the stoics etc. Modern ethics and the philosophical analysis of behaviour are areas of focus. In addition, attention will be focused on ethical codes, civil general order (GO) and contemporary ethical problems in Public Administration and Financial Administration.

PUB 443 Public Sector Budgeting 2 units

This course examines the general purpose of budgeting and types of budgets, Comparative public sector budgetary systems: Nigeria, U.K., U.S.A. or Russia, General aspects of public expenditure, causes of increasing government expenditure, classification of public expenditure, fiscal policy, the problem and its element economic public debt and economic policy, Obstacle to effective revenue mobilization and management planning, programming budgeting system. Budgeting, local government revenue and finance.

PUB 450 Demographic Perspective in Public Administration 2 units

This course deals with population factors and their implications for public administration. It emphasizes how population growth, migration and other population factors impact on the administrative process. It further emphasis the impact of demographic dynamics on policy making and its implementation.

PUB 451 Manpower Planning and Development 3 units

Manpower planning and development issues are central to this course. The place of training, recruitment, selection, placement and promotion, in human resources planning will be fully analyzed. In this course, essential elements related to the processes and challenges of matching people with the required positions in organisations are to be stressed on.

PUB 452 Information and Communication Management 2 units

This course focuses on information communication system in an organization. It discusses issues such as report writing, preparation of council and committee minutes, letter writing etc. Appropriate techniques for modern information gathering, storage and retrieval are also to be discussed.

PUB 471 Public Policy Analysis 3 units

This course deals with nature and Complexity of public Policy Making; Implementation and Evaluation; Basic Concepts like Policy, Policy Arena, the Policy Cycle; are defined and illustrated.

Formal and Informal ways of Generating Policy.

Theories of Decision-making; and Selected Models in Policy-Analysis.

General Economic and Social Development Policy, Health, Sanitation and Welfare Policy; Housing Policy, Defence and Foreign Policy; Education Policy, Agriculture and Rural Development Policy.

PUB 490 Project 6 units

This focuses on developing students' skill in writing, analysing and presenting research reports based on an extensive research of a specific subject matter or topic in relevant areas such as administration, management, public policies, development, etc. Students are expected to present a research – based report of not less than 40 pages at the end of session.

**Revised Three-Year Standard Undergraduate
Programme in Local Government and Strategic Studies (LSS)**

Revised Three-Year Standard Undergraduate Programme in Local Government and Strategic Studies (LSS)

Philosophy

The philosophy of the programme is hinged on the provision of a broad based training that equips students with the necessary knowledge and skills in the art and science of modern local government and strategic studies in the public and private sectors of the economy. In this light, the philosophy of the programme emphasizes issues relating to the evolution of local government as concepts and all the essentials of local government studies especially in modern national setting.

Objectives

The objectives of the programme are to:

- equip graduates of Local Government and Strategic Studies with knowledge and skills for effective local government and strategic management;
- equip the students with the comprehensive knowledge of the dynamics of the art and science of local government and strategic studies;
- enable students who are interested in the pursuit of higher degrees to acquire the foundational basis necessary for such advancement; and
- produce graduates who would contribute their quota towards the integral development of the nation and the global community.

Scope

The programmes provide in-depth knowledge in the following areas of local government and Strategic Studies:

Local government administration; local government finance; rural and community development; public policy; administration theories and management; human resource and personnel management; strategic management and theories; strategic planning and development; global security challenges

Entry Requirements

a. Direct Entry (Three Year Programme)

Candidates for direct entry should possess one of the following qualifications:

- i. General Certificate of Education (A/L), passes or the equivalent in any three of the following subjects; Government, Economics, Business Management and Accounting.
- ii. Ordinary National Diploma in the relevant disciplines at Merit level pass.
- iii. Diploma in Public Administration and Local Government of the University of Nigeria at Merit level pass.

Job Opportunities

Graduates of this programme can fit into different fields of human endeavour in both private and public sectors of the economy. The graduates can serve as administrative and personnel officers, planning officers, policy analysts, intelligence officers, foreignservice officers, finance officers in the Local Government System and the Public Sector.

STRESS AREAS

- 0 Introduction
- 1 Theory
- 2 Local Government Administration
- 3 Strategic Studies
- 4 Finance
- 5 Personnel
- 6 Process and Policy
- 7 Law and Administration
- 8 Research and Seminars
- 9 Project

**Revised Three-Year Standard Undergraduate Programme in Local
Government and Strategic Studies (LSS)
(Direct Entry)**

YEAR ONE

First Semester

Major Courses	Title	Unit
LSS 221	Evolution of Local Government in Nigeria	2
LSS 231	Religion, Conflict and Security	2
LSS 233	Nigerian Government I: Structure and Process	2
Required Ancillary Courses		
COS 101	Introduction to Computer Science	2
PUB 105	Elementary Mathematics for Public Administration I	2
FSS 201	Introduction to Statistical Methods for the Social Sciences	2
LSS 241	Principles of Accounting I	2
General Studies		
GSP 201	Basic Concepts and Theories of Peace and Conflict Resolution	2
GSP207	Logic, Philosophy and Human Existence	2
Electives		
Choose any one of the following:		
SOC 221	Introduction to Criminology and Penology	2
PUB 221	Nigerian Public Administration	2
MAC 241	Public Relations	2
	TOTAL	20

SECOND SEMESTER

Major Courses	Title	Units
LSS 212	Theories of Rural Community and Development	2
LSS 223	Office Organisation and Management	2
LSS 232	African Security Conditions and Challenges	2
LSS 234	Nigerian Government II: Structure and Process	2
Required Ancillary Courses		
PUB 106	Elementary Mathematics for Public Administration II	2
FSS 202	Introduction to Statistical Method for the Social Sciences	2
LSS 242	Principles of Accounting II for Local Government	2

PUB 262	Nigerian Legal System	2
General Studies		
GSP 202	Issues in Peace & Conflict	2
GSP 208	Nigeria Peoples & Culture	2
TOTAL		20

YEAR TWO

First Semester

		Units
LSS 311	A survey of Theories of Local Government	2
LSS 321	Comparative Local Government	2
LSS 323	Third World and Dependency	2
LSS 331	Classical and Modern Strategists to Strategic Studies	3
LSS 361	Social Services Administration in Nigeria	2
LSS 371	Intelligence and Security Studies	2

Required Ancillary Course

CED 341	Introduction to the study of Entrepreneurship	2
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Electives

PUB 301	Theories of Development	2
PUB 325	Traditional Administrative System in Nigeria	2

TOTAL 17

SECOND SEMESTER

Major Courses	Title		Units
LSS 332	Terrorism and Counter Terrorism	2	
LSS 336	Strategic Planning	2	
LSS 342	Public Finance		2
LSS 362	Foreign Policy Analysis	2	
LSS 372	Research Methods and Data Analysis		2

Required Ancillary Courses

COS 304	Computer Application Systems	3
CED 342	Business Development and Management	2
LSS 344	Government Accounting	2
LSS 352	Human Resources Management	2

TOTAL 19

YEAR THREE

First Semester

Major Courses	Title	Units
LSS 431	Global Security Challenges	3
LSS 433	Development Planning	2
LSS 435	Force in International Law	3
LSS 441	Government Auditing	2
LSS 443	Budgetary Process	2
LSS 461	Technology and Administration	2
LSS 463	Public Policy Analysis	2
	TOTAL	16

SECOND SEMESTER

Major Courses	Title	Units
LSS 412	Democratic Studies	3
LSS 434	Strategic Planning for Security and Development	3
LSS 452	Manpower Planning and Development	2
LSS 464	Information and Communication Management	2
LSS 482	Research Project	6
	TOTAL	16

COURSE DESCRIPTION

LSS 212: Theories of Rural and Community Development (2 Units)

An examination of the theories of rural development. The rural urban continuum. Basic issues in Community Development. The differences and similarities between rural and community development. Approaches to community development and the processes. Problems of rural communities in Nigeria and some selected countries.

PUB 221: Nigeria Public Administration (2 Units)

This course exposes students to the peculiarities of Public Administration in Nigerian. It traces the historical roots of Nigerian Public Administration and analyses the processes of Public Administration in Nigeria. Crucial issues in Nigerian Public Administration are part of its focus.

LSS 221: Evolution of Local Government in Nigeria (2 Units)

Traditional government in various parts of Nigeria, impact of colonialism on this type of government, native authority system of local government, rural district council and urban district council systems of local government: the 1976 National Reforms of Local Government in Nigeria.

LSS.223: Office Organization and Management (2 Units)

The objective of this course is to initiate students unto the processes of Office Management. It examines office rules and procedures, general orders, and the office environment. It also examines usage and interpretation of records. Documents inter and intra-governmental communications among others.

LSS 231: Religion, Conflict and Society

This course will examine some of the emerging theories associated with the rise of political religion, and the potential for conflict and peace that emerge. The course describes religion as a study of healthy relationship between man and God and between man and man. Utilizing diverse case studies ranging from religious Zionism, to political Islam to national Hindu movements the course will critique and employ contemporary theoretical frameworks to gain understanding of the current phenomenon of religion in the international political

PUB 232: Nigerian Government II (2 units)

This course focuses on the post-colonial foundations of the Nigerian State and the consequent crises associated with the running of the Nigerian Government. It also examines the structure and processes of Nigerian Government and politics since independence.

LSS 232: Africa Security Conditions and Challenges

Security between states remains a necessary condition for the security of people. The principal objective of national security is the protection of territorial integrity and political sovereignty from external aggression. This course examines in detail the concept of security, its challenges especially in Africa. The course exposes student to the nature of security in our world today.

LSS 233: Nigerian Government I: Structure and Process (2 Units)

This course examines Nigeria society, culture and environment patterns of life, production and social relations before colonial rule. The nature and consequences of British colonial penetration and Nigerian resistance. Key political, economic and social issues in Nigerian politics from 1900 to 1960.

LSS 241: Principles of Accounting 1**(2 Units)**

This course focuses on the nature and scope of accounting: the role of accountants: the accounting function and its relationship with the information system of organizations. It also examines accounting procedure and system: double entry book-keeping systems, the trial balance, accruals, prepayment and adjustments: classification of expenditure between capital and recurrent. Methods of recording accounting data: manual and mechanical. Manufacturing, trading and profit and loss accounts and balance sheets of a sole trader accounting treatment of control accounts and banks reconciliations.

LSS 242: Principles of Accounting II for Local Government (3 Units)

Accounts of local authorities and governments, abstract accounts, Depreciation methods, bank reconciliation methods. Provision for Bad Debts. Incomplete records and single Entry Book keeping. Special journals Treatment of control Accounts. Royalties. Receipts and payments/ Income and expenditure Accounts. Bill of Exchange. Accounts for Non-Trading Bodies. Distinction between capital and Revenue Expenditure. Stores Accounting in Local Government as stipulated in the model Financial memoranda for Local Government, materials wages and overhead costs and final records.

PUB 262: Nigerian Legal System**(2 Units)**

This course examines the idea of a legal system and its importance in modern society. It examines the nature of law in general with respect to traditional and modern laws. It also discusses the sources of Nigerian Law among others. It also examines the court system, outline of civil and criminal procedures, the role of judicial officers and their appointment and tenure. It also focuses on the legal profession, as conflicts and resolution of conflicts.

PUB 301: Theories of Development**(2 Units)**

This course examines the major theories of development as they apply and explain third world underdevelopment. It is a conglomeration of theories drawn from a variety of social science disciplines and approaches. Efforts will be made to address emerging development issues and paradigms in Nigeria.

LSS 311: Survey of the Theories of Local Government (2 Units)

This course reviews and assesses some of the diverse perspectives that have dominated recent discussions of local Government. It attempts an examination of different perspectives from diverse range of thinkers and provides access to competing explanation of the world of local politics by examining the language and arguments of different schools of thought.

LSS 321: A Comparative Local Government (2 Units)

It provides an understanding of the functions and problems of local government in the context of national politics and local community power structures. Some models of local government based on the principles of devolution and de-concentration. The political and administrative principles in Local Government. Particular attention will be on situating local government within the changing patterns of centre-periphery relations.

LSS 323 Third World and Dependency (2 Units)

The aim of this course is to help students understand the concept of the third World and dependency. It will provide students with the understanding of the Third World states and their response to development. It will identify and describe countries referred to as Third World countries in different part of the world and their common characteristics. Explain the causes of backwardness of the Third World Countries (TWCs). Assess the relevance of the theoretical and empirical explanations of the causes of Third World backwardness in contemporary time.

PUB 325: Traditional Administrative System in Nigeria (2 Units)

This course discusses the early history of Nigeria, nok culture in detail, migration and formation of centralized institutions. Hausa state, Kanem-Borno; Yoruba states, Benin etc and administration in those states. Formation of acapheulous groups east and west of the Niger delta, north and south of the Benue; administration within these groups.

LSS 331: Classical and Modern Strategists to Strategic Studies (3 Units)

This course sets out to acquaint students with the contribution of thinkers to strategic studies. Classical strategists such as Sun Tzu, Carl von Clausewitz, Baron Antoine-Henri De Jomini and Alfred Thayer Mahan would be discussed. Also, important attention would be paid to the background of these thinkers, and their contribution to strategic studies. Further, specific focus will be made on the contributions of modern theorists such as Adolph Hitler, Thomas Schelling, Robert McNamara and John Boyd. Their thoughts on strategic studies will be identified, analyzed, described and identified in terms of strategic thought and political decision making process of these strategists

LSS 332: Terrorism and Counter Terrorism (2 Units)

This course examines the current security conditions and challenges which face contemporary societies. This includes narco-terrorism, debt, populism and neo-populism amongst other things. Salient, specific facets of historical and

contemporary national, international and transnational and international terrorism and the problems and challenges these different kinds of terrorism pose for national and international counter- terrorism strategies will be scrutinized. The debates on the different causes for terrorism (for instance religion, ethnicity, and ideology) and the different theoretical approaches to explain and understand the roots of terrorism will be examined. Specific facets of terrorism like (female) suicide bombers, lone wolves and home grown terrorists as well as the national and international strategies to counter terrorism, will be critically reviewed.

LSS 336: Strategic Planning (2 Units)

The course aims at acquainting students with the theoretical underpinnings of strategic planning. This will include: the definition and rationale for strategic plans; the key steps in strategic planning; management of the strategic planning process; and identification of the environmental constraints to planning.

LSS 344: Government Accounting (2 Units)

This course introduces government accounts and focuses on issues such as authorization to incur expenditure; account; government budgets and accounting stores, and contract cost accounting. This course introduces government accounts and focuses on issues such as authorization to incur expenditure; account; government budgets and accounting stores, and contract cost accounting. It includes preparation of Federation, Consolidated Revenue Fund, Development and Contingency Accounts. Universities and Hospital Accounts, Abstract Accounts for local Governments and other agencies accounts are included.

LSS 342: Public Finance (2 Units)

This course will examine the functioning of modern public finance, public needs, public expenditure, public revenues and budget and budgetary policy. It will include the structure and relationships of direct and indirect taxes. Public debt management will be explored. This course introduces government accounts and focuses on issues such as authorization to incur expenditure; account; government budgets and accounting stores, and contract cost accounting. It includes preparation of Federation, Consolidated Revenue Fund, Development and Contingency Accounts. Universities and Hospital Accounts, Abstract Accounts for local Governments and other agencies accounts are included

LSS 352: Introduction to Human Resources Management (2 Units)

This course examines the importance of the human factor in organizations. It focuses on issues such as public and private sector recruitment process,

promotions, discipline, training, motivation, line and staff relationships and performance appraisal.

LSS 361 Social Service Administration in Nigeria (2 Units)

This course examines the nature and development of social policy in the context of changing social conditions and of the impact upon family and group organization of welfare policies and social services in Nigeria. Other major topics taken up are groups in special needs, criminology, policies and problems in education, social policy, health services, and social services in general in their organizational context with particular reference to evaluating their effectiveness.

LSS 362: Foreign Policy Analysis (2 Units)

This course examines the key concepts and schools of thought in foreign policy analysis, concentrating particularly on the process of decision making, the internal and external factors which influences foreign policy decisions, the instruments available to foreign decision makers and the effect of changes in the international system on foreign policy.

LSS 371 – Introduction to Intelligence and security studies (2 credits)

This course defines Intelligence and Security Studies and undertakes an elaborate discussion on such issue like: Security Intelligence Cycle, Intelligence Report, Intelligence gathering, Intelligence Dissemination. It also examines the concept of Security Protection including types of surveillance etc

LSS 372: Research Methods and Data Analysis (2 Units)

This course introduces students to the research process beginning with the conceptual and theoretical knowledge to the execution of research projects. By examining the practical steps involved in research execution from the statement of problem to bibliographical citation methods.

LSS 412: Democratic Studies (2 Units)

The Concept of Democracy; Political Theories of Democracy; Analysis of Processes and institutions of democracy; democracy and democratic dynamics in Nigeria; electoral participation and procedures in Nigeria: Trends, problems and prospects; human rights and democracy; national/global context of democracy, developing techniques for the empowerment of constituencies; parameters which constrain collective institutions and the state

LSS 431:Global Security Challenges (3 Units)

There are many security issues that the world will have to face as a global community, from drug trafficking to border disputes, but let's start with one of

the most obvious and most talked about: terrorism. Terrorism is defined as an act of violence to spread fear to support an ideological goal. It's something that most of us are aware of, because it is one of the most talked-about security issues in this world.

LSS 433: Development Planning Techniques (2 Units)

Basic concepts in planning approaches and techniques of planning, origin, types, requirements and methodology of planning problems and prospects of planning, cost-benefit techniques, forecasting and financial statement analysis. Examination of planning techniques adopted by Nigerian governments.

LSS 434: Strategic Planning for Security and Development (3Units)

This course will examine the critical role of strategic management in national security planning. This will involve the evaluation of strategic management philosophies and their evolution, as well as the exploration of strategic management models and their useful application of strategic management models and their useful application in transitional societies. The relationship between strategic and change management and the relevance of their relationship in transitional societies will also be discussed. Ways of managing strategic drift and causes of resistance (enablers and disablers) in longer term implementation of security development programme will be explored.

LSS 435: Force in International Law (2 Units)

The course analyses how international law regulates the use of armed forces between States. It is of interest to students who want to understand the legal considerations which frame contemporary conflicts. The course will study the fundamental principle of the prohibition on the use of inter-State force. It will examine the current exceptions to this principle, and how States try to justify the use of force. Consequently, the course will study the most recent recourses to force on the international plane, in particular in Kosovo, Afghanistan, Iraq, Libya, Syria and Ukraine. Teaching will be delivered mainly through discussion based seminars.

LSS 441: Government Auditing (2 units)

This course focuses on principles of auditing, internal control and internal check; audit programme, verification of Balance Sheet items; audit queries and reports, rights, duties, and liabilities of auditors and investigations/audit reports of federal and state government case studies. This course introduces government accounts and focuses on issues such as authorization to incur expenditure; account and government budgets.

LSS 443: Budgeting Process (2 Units)

This course examines the general purpose of budgeting and types of budgets, comparative budgetary systems; Nigeria, U.K., U.S.A. or Russia, General aspects of public expenditure, causes of increasing government expenditure, classification of public expenditure, fiscal policy, the problem and its element economic public debt and economic policy, Obstacle to effective revenue mobilization and management planning, programming budgeting system. Budgeting, local government revenue and finance.

LSS 452: Manpower Planning and Development (2 Units)

Manpower planning and development issues are central to this course. The place of training, recruitment, selection, placement and promotion, in human resources planning will be fully analyzed. In this course, essential elements related to the processes and challenges of matching people with the required positions in organisations are to be stressed on.

LSS 461: Technology and Administration (2 Units)

This course includes the study of the place of technology in overall national development including survey of efforts at enhancing a technological growth by various governments, the contributions of indigenous technology to overall national development especially in the area of education, health, defence. It will include the problems of technological transfer and administration.

LSS 463: Public Policy Analysis (2 Units)

This course focuses on the dynamics of public policy, political dimensions of public policy making and implementation. It also addresses decision and planning processes for managing public sector as well as implementation and evaluation of government programmes. Management By Objectives (MBO), Programme Evolutional and Review Technique (PERT) and the evaluation of specific government programme are aspects of this course.

LSS 464: Information and Communication Management (2 Units)

This course focuses on information communication system in an organization. It discusses issues such as report writing, preparation of council and committee minutes, letter writing etc. appropriate techniques for modern information gathering, storage and retrieval are also to be discussed.

LSS 482: Research Project (6 Units)

This focuses on developing students' skill in writing, analysing and presenting research reports based on an extensive research of a specific subject matter or topic in relevant areas such as administration, management, public policies, development, etc. Students are expected to present a research – based report of not less than 40 pages at the end of session.

**Revised Four-Year Standard Undergraduate
Programme in Local Government and Strategic Studies
(LSS)**

Revised of Four-Year Standard Undergraduate Programme in Local Government and Strategic Studies (LSS)

Philosophy

The philosophy of the programme is hinged on the provision of a broad based training that equips students with the necessary knowledge and skills in the art and science of modern local government and strategic studies in the public and private sectors of the economy. In this light, the philosophy of the programme emphasizes issues relating to the evolution of local government as concepts and all the essentials of local government studies especially in modern national setting.

Objectives

The objectives of the programme are to:

- equip graduates of Local Government and Strategic Studies with knowledge and skills for effective local government and strategic management;
- equip the students with the comprehensive knowledge of the dynamics of the art and science of local government and strategic studies;
- enable students who are interested in the pursuit of higher degrees to acquire the foundational basis necessary for such advancement; and
- produce graduates who would contribute their quota towards the integral development of the nation and the global community.

Scope

The programmes provide in-depth knowledge in the following areas of local government and Strategic Studies:

Local government administration; local government finance; rural and community development; public policy; administration and management theories; human resource and personnel management; strategic management and theories; strategic planning and development; global security challenges; security and administration.

Entry Requirements: Unified Tertiary Matriculation Examination (UTME)

Under this mode of entry, candidates shall in addition to the entry requirements of the University of Nigeria, be required to have credit level pass in Mathematics, Economics and Government or History at the General Certificate of Education (O' Level) Examination or Senior Secondary School Certificate Examination or the equivalent.

Job Opportunities

Graduates of this programme can fit into different fields of human endeavour in both private and public sectors of the economy. The graduates can serve as administrative and personnel officers, planning officers, policy analysts, intelligence officers, foreignservice officers, finance officers in the Local Government System and the Public Sector.

The minimum number of courses is 15 credit loads and the maximum credit load is 24.

STRESS AREAS

- 10 Introduction
- 11 Theory
- 12 Local Government Administration
- 13 Strategic Studies
- 14 Finance
- 15 Personnel
- 16 Process and Policy
- 17 Law and Administration
- 18 Research and Seminars
- 19 Project

FOUR YEAR STANDARD PROGRAMME

YEAR ONE

First Semester

Major Courses	Title	Units	
PUB 101	Introductions to Public Administration I		2
PUB 103	Elements of Political Science		2
LSS 101	Introduction to Local Government I		2
LSS 131	Introduction to Strategic Studies I		2
LSS 111	Public Policy Making		2

Required Ancillary Courses

PSY 101	Introduction to Psychology I		2
SOC 101	Introduction to Sociology I		2

General Studies

GSP 101	The Use of English I		2
GSP 105	Natural Science I	2	
GSP 111	Use of Library and Study Skills	2	

Electives

Choose any one of the following:

ECON 101	Principles of Economics I		2
PHL 101	Introduction to Philosophy		2
GEO 103	Fundamentals of Human Geography I		2

TOTAL **22**

SECOND SEMESTER

Major Courses	Title	Units	
LSS 102	Introduction to Local Government II		2
PUB 102	Introduction to Public Administration II		2
PUB 104	Elements of Political Science II		2
LSS 104	Introduction to Security Administration		2
LSS 132	Introduction to Strategic Studies II		2

Required Ancillary Courses

PSY 102	Introduction to Psychology II		2
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General Studies

GS 102	Use of English II		2
GS 106	Natural Sciences II		2

Electives

Choose any one of the following:

ECON 102	Principles of Economics II		2
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PSY 103	Introduction to Psychology II	2
GEO 104	Fundamentals of Human Geography II	2
	TOTAL	18

YEAR TWO

First Semester

Major Courses	Title	Unit
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LSS 221	Evolution of Local Government in Nigeria	2
LSS 231	Religion, Conflict and Security	2
LSS 233 Nigerian	Government I: Structure and Processes	2

Required Ancillary Courses

COS 101	Introduction to Computer Science	2
FSS 201	Introduction to Statistical Methods for the Social Sciences	2
PUB 105	Elementary Mathematics for Public Administration I	2
LSS 241	Principles of Accounting I	2

General Studies

GSP 201	Basic Concepts and Theories of Peace and Conflict Resolution	2
GSP 207	Logic, Philosophy and Human Existence	2

Electives

Choose any one of the following:

SOC 221	Introduction to Criminology and Penology	2
PUB 221	Nigerian Public Administration	2
MAC 241	Public Relations	2

TOTAL 20

SECOND SEMESTER

Major Courses	Title	Units
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LSS 212	Theories of Rural Community and Development	2
LSS 223	Office Organisation and Management	2
LSS 232	African Security Conditions and Challenges	2
LSS 234 Nigerian	Government II: Structure and Process	2

Required Ancillary Courses

PUB 106	Elementary Mathematics for Public Administration II	2
FSS 202	Introduction to Statistical Method for the Social Sciences	2
LSS 242	Principles of Accounting II for Local Government	2

PUB 262	Nigerian Legal System	2
General Studies		
GSP 202	Issues in Peace & Conflict	2
GSP 208	Nigeria Peoples & Culture	2
	TOTAL	20

YEAR THREE

First Semester		Units
LSS 311	A survey of Theories of Local Government	2
LSS 321	Comparative Local Government	2
LSS 323	Third World and Dependency	2
LSS 331	Classical and Modern Strategists to Strategic Studies	3
LSS 361	Social Services Administration in Nigeria	2
LSS 371	Intelligence and Security Studies	2
Required Ancillary Course		
CED 341	Introduction to the study of Entrepreneurship	2
Electives		
PUB 301	Theories of Development	2
PUB 325	Traditional Administrative System in Nigeria	2
	TOTAL	17

SECOND SEMESTER

Major Courses	Title	Units
LSS 332	War, Terrorism and Counter Terrorism	2
LSS 336	Strategic Planning	2
LSS 342	Public Finance	2
LSS 362	Foreign Policy Analysis	2
LSS 372	Research Methods and Data Analysis	2
Required Ancillary Courses		
COS 304	Computer Application Systems	3
CED 342	Business Development and Management	2
LSS 344	Government Accounting	2
LSS 352	Human Resources Management	2
	TOTAL	19

YEAR FOUR

First Semester

Major Courses	Title	Units
LSS 431	Global Security Challenges	3
LSS 433	Development Planning	2
LSS 435	Force in International Law	3
LSS 441	Government Auditing	2
LSS 443	Budgetary Process	2
LSS 461	Technology and Administration	2
LSS 463	Public Policy Analysis	2
TOTAL		16

SECOND SEMESTER

Major Courses	Title	Units
LSS 412	Democratic Studies	3
LSS 434	Strategic Planning for Security and Development	3
LSS 452	Manpower Planning and Development	2
LSS 464	Information and Communication Management	2
LSS 482	Research Project	6
TOTAL		16

COURSE DESCRIPTION

LSS 101: Introduction to Local Government I (2 Units)

The course discusses the evolution of local government administration the distinctive features of local government administration as tier of government, aspects of decentralization, the structure, function and finance of local government. The course will discuss the responsibilities, organization, and management of local governments in Nigeria. The course will also analyze the relationship of local governments to the state and federal government, including state and federal mandates and state fiscal assistance to local governments. Issues on the basic organizational and management structures in the local governments will equally be discussed. Students will define specific features of different systems of local government; compare basic characteristics of local governments (institutions, functions, economy, etc.), and evaluate diverse patterns of their organization. It will also acquaint the students with the new

dimensions and development of local government as a unit of governance and as a field of study.

LSS 102: Introduction to Local Government II (2 Units)

This course focuses on the evolution of local government administration, the distinctive features of local government administration as tier of government. Aspects of decentralization the structure function and finance of local government. Issues on the basic organizational and management structures in the local governments will equally be discussed. Students will define specific features of different systems of local government; compare basic characteristics of local governments (institutions, functions, economy, etc.), and evaluate diverse patterns of their organization. It will also acquaint the students with the new dimensions and development of local government as a unit of governance and as a field of study.

PUB 101: Introduction to Public Administration I (2 Units)

The course is designed to introduce students to the study of public administration, in the context of an increasingly globalised world, in which public and private actions intersect in hybrid and multilevel governance regimes. This course focuses on the nature and scope of Public Administration. It examines the scientific, organizational and bureaucratic approaches to the study of Public Administration as well as the basic principles of decision-making and efficiency in administrative situations. The course focus on specific challenges facing public administration in complex, democratic politics: the increasing strength of regulatory governance and the rise of independent regulators, the tension between efficiency, democracy and the rule of law, the problems of accountability in multi-level politics, the effects of globalization, familiarize the students with the classic contributions and new research perspectives in the field of public administration. This course will provide the fundamentals required to understand modern public management; the theories, concepts and current ideas that underpin the relationships between the state, the private sector and the voluntary sector. Identify challenges and opportunities in the changing nature of the public sector and its political context.

PUB 102: Introduction to Public Administration II (2 Units)

It is expected that at the end of this course, students will be able to discuss the relationship between Public Administration and other disciplines especially in the social science. Other areas of focus include the processes of public administration, power, authority, legitimacy, and the use of sanction, in public administration. Identify challenges and opportunities in the changing nature of the public sector and its political context.

PUB 103: Elements of Political Science I (2 Unit)

This course introduces students to the nature of politics. It emphasizes the issues of Political discourse and practice. It also introduces students to the basic concepts of politics that includes state, sovereignty, class, power, authority, legitimacy, constitution, influence, democracy, separation of power, checks and balances, rule of law and revolution.

PUB 104: Elements of Political Science II (2 Units)

This course provides an understanding of the major issues of political science, the methods of political science which includes the philosophical approach, the historical approach, the power methods, the behavioral approach, the systems approach, the structural-functional approach, the communications/cybernetics approach, the game theory, the decision-making approach, and the centre-periphery approach. It will discuss the relationships between political science and other disciplines (Public Administration, Economics, Sociology, Psychology, Religion, Philosophy and Law). The course will also examine the classification of political systems (Liberal democratic system, mobilization political system and transitional political system). Finally the modern political structures such as executive, legislature and judiciary arm of government.

LSS 104 – Introduction to security administration (2 credits)

This course explores the basic principles of security administration and Security Risk Management. It examines the application of basic management principles in security administration especially in the Nigerian context. The course will focus especially on the significance of the relevance of administrative theories in security practice and management both in the private and public sectors in general and in the Nigerian context in particular

PUB 105: Elementary Mathematics for Public Administration 1 (2 Units)

This course is designed to expose students to elementary mathematics in the context of Public Administration. At the end of the course the students are expected to know how some basic mathematics are applied for efficient and effective administration. Mathematics is used in Public Administration for comparisons, evaluations, projection, report presentation, analysis, performance evaluation etc. Its covers percentages and simple interests for loans, government bonds and employee loans; fractions, unitary methods for analysis; equations: simple, simultaneous budgets, expenditure for decision making, modeling and comparisons

Graphs: Linear and quadratic for data and report presentation.

PUB 106: Elementary Mathematics for Public Administration II (2 Units)

This course is designed to expose the students to basic mathematics that are essential for decision making in Public Administration. They are also useful for project appraisal and analysis. They include: Statistics; Set- for decision making on the selection of items useful and alternatives; Matrices and structures; Menstruation to find the areas, perimeters of plane figures and circles. This will include Hero's formula, surface area and volume.

LSS 111: Public Policy Making (2 Unit)

This course is intended to bring some clarity to the policy process in Nigeria. Why do we even need public policy? What is the context in which policy decisions are made? How are policies developed, chosen, implemented, and evaluated? Students will learn the basics of decision-making in the policy process, discover many of the institutional and values-based constraints that affect policy outcomes, and become more familiar with strategies to influence all phases of the policy process. Throughout the course we will draw on relevant policy topics to illustrate these points. This course introduces the study of public policy and its importance in a modern and complex society. It differentiates between public and private policies, as well as policies and decision. Furthermore, it examines a wide-range of topics such as how issues are placed on the agenda, who makes policy, how institutions function and interact and what constitutes opportunities for improved policy making.

LSS 131: Introduction to Strategic Studies

The course examines the theories and concepts that form the basic of strategic studies as a distinct subfield of study. The course presents the key ideas and themes of strategic studies, which deals with the preparation and use of military power to serve the ends of politics but also what are the means to avoid the use of force. It begins with an introduction to the field through a fundamental course, strategy and policy, and then allows students to branch out in a variety of subfields, tailoring their work to their interests and needs. Strategic Studies is the study of the preparation, organization, and application of force for political purposes. Although it focuses on the use of military means, it includes work in closely related fields such as intelligence, cyber war and leadership studies. The course tries to strike a balance between theoretical works and case studies. The goal is thus to link the study of strategy with the realities of modern politics. The ultimate aim is to help students practice the skills that are critical to success in public service as well as the private sector—deep intellectual knowledge of the

core issues of our time; analytical thinking and effective writing skills. Students are also expected to engage the readings fully and actively participate in discussions and debates in the cause of the lecture.

LSS 132: Introduction to Strategic Studies II (2 Units)

Broad applications in non-security related areas such as leadership and management, organizational behavior and technology policy. It is methodologically eclectic, drawing upon theory history and contemporary practice, and pedagogically diverse, using a variety of techniques including lecture, seminar, case study, simulation, field visit, guest speakers, film showing and staff rides.

LSS 212: Theories of Rural and Community Development (2 Units)

An examination of the theories of rural development. The rural urban continuum. Basic issues in Community Development. The differences and similarities between rural and community development. Approaches to community development and the processes. Problems of rural communities in Nigeria and some selected countries.

PUB 221: Nigeria Public Administration (2 Units)

This course exposes students to the peculiarities of Public Administration in Nigerian. It traces the historical roots of Nigerian Public Administration and analyses the processes of Public Administration in Nigeria. Crucial issues in Nigerian Public Administration are part of its focus.

LSS 221: Evolution of Local Government in Nigeria (2 Units)

Traditional government in various parts of Nigeria, impact of colonialism on this type of government, native authority system of local government, rural district council and urban district council systems of local government: the 1976 National Reforms of Local Government in Nigeria.

LSS.223: Office Organization and Management (2 Units)

The objective of this course is to initiate students unto the processes of Office Management. It examines office rules and procedures, general orders, and the office environment. It also examines usage and interpretation of records. Documents inter and intra-governmental communications among others.

LSS 231: Religion, Conflict and Society

This course will examine some of the emerging theories associated with the rise of political religion, and the potential for conflict and peace that emerge. The course describes religion as a study of healthy relationship between man and

God and between man and man. Utilizing diverse case studies ranging from religious Zionism, to political Islam to national Hindu movements the course will critique and employ contemporary theoretical frameworks to gain understanding of the current phenomenon of religion in the international political

PUB 232: Nigerian Government II (2 units)

This course focuses on the post-colonial foundations of the Nigerian State and the consequent crises associated with the running of the Nigerian Government. It also examines the structure and processes of Nigerian Government and politics since independence.

LSS 232: Africa Security Conditions and Challenges

Security between states remains a necessary condition for the security of people. The principal objective of national security is the protection of territorial integrity and political sovereignty from external aggression. This course examines in detail the concept of security, its challenges especially in Africa. The course exposes student to the nature of security in our world today.

LSS 233: Nigerian Government I: Structure and Process (2 Units)

This course examines Nigeria society, culture and environment patterns of life, production and social relations before colonial rule. The nature and consequences of British colonial penetration and Nigerian resistance. Key political, economic and social issues in Nigerian politics from 1900 to 1960.

LSS 241: Principles of Accounting 1 (2 Units)

This course focuses on the nature and scope of accounting: the role of accountants: the accounting function and its relationship with the information system of organizations. It also examines accounting procedure and system: double entry book-keeping systems, the trial balance, accruals, prepayment and adjustments: classification of expenditure between capital and recurrent. Methods of recording accounting data: manual and mechanical. Manufacturing, trading and profit and loss accounts and balance sheets of a sole trader accounting treatment of control accounts and banks reconciliations.

LSS 242: Principles of Accounting II for Local Government (3 Units)

Accounts of local authorities and governments, abstract accounts,. Depreciation methods, bank reconciliation methods. Provision for Bad Debts. Incomplete records and single Entry Book keeping. Special journals Treatment of control Accounts. Royalties. Receipts and payments/ Income and expenditure Accounts. Bill of Exchange. Accounts for Non-Trading Bodies. Distinction between

capital and Revenue Expenditure. Stores Accounting in Local Government as stipulated in the model Financial memoranda for Local Government, materials wages and overhead costs and final records.

PUB 262: Nigerian Legal System (2 Units)

This course examines the idea of a legal system and its importance in modern society. It examines the nature of law in general with respect to traditional and modern laws. It also discusses the sources of Nigerian Law among others. It also examines the court system, outline of civil and criminal procedures, the role of judicial officers and their appointment and tenure. It also focuses on the legal profession, as conflicts and resolution of conflicts.

PUB 301: Theories of Development (2 Units)

This course examines the major theories of development as they apply and explain third world underdevelopment. It is a conglomeration of theories drawn from a variety of social science disciplines and approaches. Efforts will be made to address emerging development issues and paradigms in Nigeria.

LSS 311: Survey of the Theories of Local Government (2 Units)

This course reviews and assesses some of the diverse perspectives that have dominated recent discussions of local Government. It attempts an examination of different perspectives from diverse range of thinkers and provides access to competing explanation of the world of local politics by examining the language and arguments of different schools of thought.

LSS 321: A Comparative Local Government (2 Units)

It provides an understanding of the functions and problems of local government in the context of national politics and local community power structures. Some models of local government based on the principles of devolution and de-concentration. The political and administrative principles in Local Government. Particular attention will be on situating local government within the changing patterns of centre-periphery relations.

LSS 323 Third World and Dependency (2 Units)

The aim of this course is to help students understand the concept of the third World and dependency. It will provide students with the understanding of the Third World states and their response to development. It will identify and describe countries referred to as Third World countries in different part of the world and their common characteristics. Explain the causes of backwardness of the Third World Countries (TWCs). Assess the relevance of the theoretical and

empirical explanations of the causes of Third World backwardness in contemporary time.

PUB 325: Traditional Administrative System in Nigeria(2 Units)

This course discusses the early history of Nigeria, nok culture in detail, migration and formation of centralized institutions. Hausa state, Kanem-Borno; Yoruba states, Benin etc and administration in those states. Formation of acapheulous groups east and west of the Niger delta, north and south of the Benue; administration within these groups.

LSS 331: Classical and Modern Strategists to Strategic Studies (3 Units)

This course sets out to acquaint students with the contribution of thinkers to strategic studies. Classical strategists such as Sun Tzu, Carl von Clausewitz, Baron Antoine-Henri De Jomini and Alfred Thayer Mahan would be discussed. Also, important attention would be paid to the background of these thinkers, and their contribution to strategic studies. Further, specific focus will be made on the contributions of modern theorists such as Adolph Hitler, Thomas Schelling, Robert McNamara and John Boyd. Their thoughts on strategic studies will be identified, analyzed, described and identified in terms of strategic thought and political decision making process of these strategists

LSS 332: Terrorism and Counter Terrorism (2 Units)

This course examines the current security conditions and challenges which face contemporary societies. This includes narco-terrorism, debt, populism and neopopulism amongst other things. Salient, specific facets of historical and contemporary national, international and transnational and international terrorism and the problems and challenges these different kinds of terrorism pose for national and international counter- terrorism strategies will be scrutinized. The debates on the different causes for terrorism (for instance religion, ethnicity, and ideology) and the different theoretical approaches to explain and understand the roots of terrorism will be examined. Specific facets of terrorism like (female) suicide bombers, lone wolfs and home grown terrorists as well as the national and international strategies to counter terrorism, will be critically reviewed.

LSS 336: Strategic Planning (2 Units)

The course aims at acquainting students with the theoretical underpinnings of strategic planning. This will include: the definition and rationale for strategic plans; the key steps in strategic planning; management of the strategic planning process; and identification of the environmental constraints to planning.

LSS 344: Government Accounting (2 Units)

This course introduces government accounts and focuses on issues such as authorization to incur expenditure; account; government budgets and accounting stores, and contract cost accounting. This course introduces government accounts and focuses on issues such as authorization to incur expenditure; account; government budgets and accounting stores, and contract cost accounting. It includes preparation of Federation, Consolidated Revenue Fund, Development and Contingency Accounts. Universities and Hospital Accounts, Abstract Accounts for local Governments and other agencies accounts are included.

LSS 342: Public Finance (2 Units)

This course will examine the functioning of modern public finance, public needs, public expenditure, public revenues and budget and budgetary policy. It will include the structure and relationships of direct and indirect taxes. Public debt management will be explored. This course introduces government accounts and focuses on issues such as authorization to incur expenditure; account; government budgets and accounting stores, and contract cost accounting. It includes preparation of Federation, Consolidated Revenue Fund, Development and Contingency Accounts. Universities and Hospital Accounts, Abstract Accounts for local Governments and other agencies accounts are included

LSS 352: Introduction to Human Resources Management (2 Units)

This course examines the importance of the human factor in organizations. It focuses on issues such as public and private sector recruitment process, promotions, discipline, training, motivation, line and staff relationships and performance appraisal.

LSS 361 Social Service Administration in Nigeria (2 Units)

This course examines the nature and development of social policy in the context of changing social conditions and of the impact upon family and group organization of welfare policies and social services in Nigeria. Other major topics taken up are groups in special needs, criminology, policies and problems in education, social policy, health services, and social services in general in their organizational context with particular reference to evaluating their effectiveness.

LSS 362: Foreign Policy Analysis (2 Units)

This course examines the key concepts and schools of thought in foreign policy analysis, concentrating particularly on the process of decision making, the internal and external factors which influences foreign policy decisions, the instruments available to foreign decision makers and the effect of changes in the international system on foreign policy.

LSS 371 – Introduction to Intelligence and security studies (2 credits)

This course defines Intelligence and Security Studies and undertakes an elaborate discussion on such issue like: Security Intelligence Cycle, Intelligence Report, Intelligence gathering, Intelligence Dissemination. It also examines the concept of Security Protection including types of surveillance etc

LSS 372: Research Methods and Data Analysis (2 Units)

This course introduces students to the research process beginning with the conceptual and theoretical knowledge to the execution of research projects. By examining the practical steps involved in research execution from the statement of problem to bibliographical citation methods.

LSS 412: Democratic Studies (2 Units)

The Concept of Democracy; Political Theories of Democracy; Analysis of Processes and institutions of democracy; democracy and democratic dynamics in Nigeria; electoral participation and procedures in Nigeria: Trends, problems and prospects; human rights and democracy; national/global context of democracy, developing techniques for the empowerment of constituencies; parameters which constrain collective institutions and the state

LSS 431: Global Security Challenges (3 Units)

There are many security issues that the world will have to face as a global community, from drug trafficking to border disputes, but let's start with one of the most obvious and most talked about: terrorism. Terrorism is defined as an act of violence to spread fear to support an ideological goal. It's something that most of us are aware of, because it is one of the most talked-about security issues in this world.

LSS 433: Development Planning Techniques (2 Units)

Basic concepts in planning approaches and techniques of planning, origin, types, requirements and methodology of planning problems and prospects of planning, cost-benefit techniques, forecasting and financial statement analysis. Examination of planning techniques adopted by Nigerian governments.

LSS 434: Strategic Planning for Security and Development (3Units)

This course will examine the critical role of strategic management in national security planning. This will involve the evaluation of strategic management philosophies and their evolution, as well as the exploration of strategic management models and their useful application of strategic management models and their useful application in transitional societies. The relationship

between strategic and change management and the relevance of their relationship in transitional societies will also be discussed. Ways of managing strategic drift and causes of resistance (enablers and disablers) in longer term implementation of security development programme will be explored.

LSS 435: Force in International Law (2 Units)

The course analyses how international law regulates the use of armed forces between States. It is of interest to students who want to understand the legal considerations which frame contemporary conflicts. The course will study the fundamental principle of the prohibition on the use of inter-State force. It will examine the current exceptions to this principle, and how States try to justify the use of force. Consequently, the course will study the most recent recourses to force on the international plane, in particular in Kosovo, Afghanistan, Iraq, Libya, Syria and Ukraine. Teaching will be delivered mainly through discussion based seminars.

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This course focuses on principles of auditing, internal control and internal check; audit programme, verification of Balance Sheet items; audit queries and reports, rights, duties, and liabilities of auditors and investigations/audit reports of federal and state government case studies. This course introduces government accounts and focuses on issues such as authorization to incur expenditure; account and government budgets.

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LSS 464: Information and Communication Management (2 Units)

This course focuses on information communication system in an organization. It discusses issues such as report writing, preparation of council and committee minutes, letter writing etc. appropriate techniques for modern information gathering, storage and retrieval are also to be discussed.

LSS 482: Research Project (6 Units)

This focuses on developing students' skill in writing, analysing and presenting research reports based on an extensive research of a specific subject matter or topic in relevant areas such as administration, management, public policies, development, etc. Students are expected to present a research – based report of not less than 40 pages at the end of session.

POST-GRADUATE PROGRAMMES

GENERAL INFORMATION

The Department of Public Administration and Local Government, University of Nigeria, Nsukka offers five postgraduate programmes, namely:

- 1) Post Graduate Diploma (PGD)
- 2) Master of Public Administration (MPA)
- 3) Master of Science in Public Administration (M.Sc)
- 4) Doctor of Public Administration (DPA)
- 5) Doctor of Philosophy in Public Administration (Ph.D)

PHILOSOPHY

- 1) The Post Graduate Diploma programme (PGD), is designed to provide basic knowledge in theoretical and practical training in Public Administration, provide requisite knowledge in administration and also strengthen themselves for further studies in Public Administration and Local Government.
- 2) The Master of Public Administration programme (MPA), is designed to provide students with the professional education and skill for entry into the public and private services. It is designed for those already in the public and private sector wishing to up-grade their skills and knowledge in administration and management.
- 3) The Master of Science in Public Administration (M.Sc) programme, underscores the need to provide graduate education and training in Public Administration. It is also meant to broaden the intellectual exposure of students in the discipline, develops their capacity to undertake rigorous and quality research in the core areas of the discipline, and apply theoretical understanding and research results to problem solving.
- 4) The Doctor of Public Administration (DPA) programme, emphasizes the education and training in the various areas of Public Administration, designed to develop and deepen the spirit of enquiry and responsibility in the candidates, to enhance the capacity in

research, teaching and administrative responsibilities in the public and private sectors of the nation.

- 5) The PhD programme also emphasizes education and training in the various areas of Public Administration, designed to develop and deepen the spirit of enquiry and responsibility in the candidates, to enhance the capacity in research, teaching and administrative responsibilities in the public and private sectors of the nation.

OBJECTIVES

Each programme of the five Post-Graduate degrees has specific objectives as specified bellow.

1. Post-Graduate Degree Programme
Post-Graduate Diploma (PGD) Programme is aimed at providing basic skills and tools for decision making in Public and private enterprises. It is also meant to:
 - Expose students to the basic principles of Public Administration
 - Train and encourage students who may be interested in higher studies in Public Administration and Local Government
2. Master Degree Programme
Masters of Public Administration Programme (MPA) Programme has the following objectives:
 - Expose students to the basic principles, theories and practice of Public Administration.
 - Equip students with the basic skills of managing public and private enterprises.
 - Drill the students on blending and applying theories and models with actual practice in the field.
 - Teach the students the contemporary management skills and practices in public and private organizations
3. Masters of Science in Public Administration (M.Sc.) Programme is designed to;
 - * To develop the students' skills in critical thinking and analysis, logical reasoning and research methodologies.

*To improve their capacity to undertaking rigorous and quality research and to make effective inputs in the formulation and implementation of public policy.

*To develop the students 'expertise in the functional areas of Public Administration so that they may advance the frontiers of public administration theory and practice and enhance the contributions that Public Administration could make to nation building

4. DPA Programme in Public Administration:

The DPA programme has the following objectives;

- To promote deep understanding of the various areas of the discipline.
- To provide training in research for those whose future careers will lie in teaching and research at the University and other institutions as well as for those who may have to operate in research and development environments in the public or private sectors.
- To provide training aimed at improving and upgrading the existing and potential manpower needed for national development

5. Ph.D Programme in Public Administration:

The Ph.D programme has the following objectives;

- To promote deep understanding of the various areas in the discipline
- To provide training in research for those whose future careers will lie in teaching and research at the university and other institutions as well as for those who may have to operate in research and development environments in the public and or private sectors
- To provide training aimed at improving and upgrading the existing and potential manpower needed for national development.

The five Post-Graduate programmes have different scopes as summarized below:

Post Graduate Diploma (PGD) Programme

SCOPE

This programme is designed to provide basic knowledge on such issues/concepts as:

- a. Public Administration, Public and Private Policies, Theories of Organization with particular reference to public and private organizations, Research Methodology and Management Technologies.
- b. Acquisition of knowledge in substantive programme areas such as urban management, budgeting and financial management and general public management.

Core Courses	Credit Units
Introduction to Public Administration	2
Development Theory and Administration	2
Administrative Law	2
Local Government Administration	2
Public Finance	2
Comparative Public Administration	2
Administrative Theory	2
Public Enterprises Management	2
Public policy Analysis	2
Project Analysis and Implementation	2
Organizational Behaviour	2
Public Personnel Administration	2
Research Methodology	2
Research Project	4
28 Units	

EMPLOYMENT OPPORTUNITIES

The Postgraduate Diploma Programme prepares students for either a career in the Civil Service, Public/Private service or advancement to a Higher Degree Programme in Public Administration and Local Government. The

Programme provides opportunities for those seeking employment in public and private organizations as administrators/managers and programme officers.

Entry Requirement

1. A minimum of Second Class in any discipline from the University of Nigeria or any other recognized University.
2. A Higher National Diploma with Upper Credit level pass or 3.50 on a 5-point scale or its equivalent from a recognized institution in the social and management sciences.
3. Candidates with Third-Class Honours Degree in Public Administration and other disciplines in the Social Sciences and Management Sciences

MODE OF STUDY

The Programme is prosecuted through comprehensive course work and a written Project Report based on the fieldwork the students must have undertaken.

DURATION OF STUDY

The Postgraduate Diploma Programme is designed to last for two semesters.

STRESS AREAS

Foundation Courses/Introduction	0
Theory	1
Administration & Management	2
Government & Politics	3
Finance	4
Human Resources	5
Law and Administration	6
Research Method	7
Project	9

FIRST SEMESTER

COURSE NO	COURSE TITLE	UNITS
PLG 601	Introduction to Public Administration	2
PLG 661	Administrative Law	2
PLG 603	Development Theory & Administration	2
PLG 621	Local Government Administration	2
PLG 641	Public Finance	2
PLG 605	Comparative Public Administration	2
PLG 671	Research Methodology & Data Analysis	2
	Total	14

SECOND SEMESTER

PLG 606	Administrative Theory	2
PLG 622	Public Enterprises Management	2
PLG 632	Public Policy Analysis	2
PLG 624	Project Analysis and Implementation	2
PLG 650	Organizational Behaviour	2
PLG 652	Public Personnel Administration	2
PLG 690	Project Report (Long Essay)	4
	Total	16

PGD COURSE DESCRIPTIONS

PLG 601 Introduction to Public Administration – (2 Units)

The role of public bureaucracies in Nigeria: how administrators interact with their political environment, influence the policy making process and how the public business is administered. The role of the Administrator in society and several specific administrative problems that have become contentious policy issues – such as unemployment, revenue enhancement (taxation), affirmative action, public employees unionization and strikes, consumer protection national and community priorities authoritarianism, and automation. To facilitate the integration of theory with practice, numerous case studies and simulation exercises will be used throughout the course.

PLG 624 Project Analysis & Implementation (2 Units)

Nature and characteristics of Public Programmes. Identification of problems and issues of public concern. Formulation, appraisal implementation, monitoring and evaluation of public programmes.

PLG661 Administrative Law – (2 Units)

Classification of government powers. Delegated legislation and the rule-making powers of administrative agencies. Rule making in the legislature. The courts and rule making. Sub-delegation, parliamentary and judicial review of administrative actions, legal liability of government.

PLG 671 Research Methods and Data Analysis – (2 Units)

Basic concepts of research in the social sciences, and management, problem statement, hypotheses, theories operational definitions, observations, data analysis and measurements, tests of validity and reliability, formulating research

designs, interviewing techniques etc. levels of measurement of variables, organization and description of attributes of data, probability and the logic of difference from sample to population etc.

PLG 603 Development Theory and Administration – (2 Units)

The course examines smooth modes, development theories (economic growth, redistribution with growth, basic needs, the Marxist conception, the World Bank concept of the development) decentralization and development and participatory development it considers approaches to rural development, the role of bureaucracy in third world development, and constraints to effective development. Other issues examined include population and development, culture and development. The concept of human development and how it relates to economic growth; and strategies for human development.

PLG 621 Local Government Administration – (2 Units)

The nature, scope, significance and development of local government, Evolution of local government system in Nigeria, Management problems in local government; intergovernmental relations and service delivery, local government as agents of socio-economic and political development

PLG 641 Public Finance – (2 Units)

Examines the distinctive characteristics of government and institutional accounting in financial management, federal, state and local organization. Special methods of accounting and auditing in public agencies and levels of government. The course considers Macro/Micro allocation of resources, types of budgeting, instrumentalism, programme budgeting, zero base budgeting, Management By Objective (MBO), bulk budgeting, structural budget margin, inter-governmental budget control, coordination of taxation.

PLG 605 Comparative Public Administration – (2 Units)

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

PLG 606 Administrative Theory – (2 Units)

This course examines the nature of theory and review major administrative theories. Emphasis will be on classical, neoclassical and modern theories. Theories from behavioural sciences as they apply to the understanding of the role of the individual as a member of organizations and to the effects of organization on members, organizational socialization, climate and effectiveness, power, authority and decision-making in groups.

PLG 622 Public Enterprises – (2 Units)

This course explores the problem of resources management in public sector organizations responsible for producing both private and social goods. The basic philosophy of public enterprises needs, wants, social obligations and responsibilities; and the interface between economic, social and political factors on one hand, and public sector decision-making on the other shall be examined. Other topics include character of public enterprises, planning, budgeting financial and other controls in public enterprises, problems of planning and coordination in sectors where public and private enterprises compete, and performance evaluation in public enterprises shall be covered. In addition, the dilemma of public enterprise; indigenization, divestment, privatization and commercialization, and the procedures for attaining any of these, shall be discussed drawing examples and case studies from successful countries in Africa and other continents.

PLG 633 Public Policy Analysis – (2 Units)

In this course, basic and related concepts are defined and explored; Public problem; public interest; public policy and public policy analysis. The course introduce the students to the nature and scope of policy and decision theory, the dynamics of public policy formulation, implementation and evaluation. Special emphasis will be placed on the approaches to policy formulation and decision-making.

PLG 650 Organizational Behaviour – (2 Units)

This course examines conceptual models for organizational behavior, group dynamics and informal organization, the dynamics of conflict, the basic motivational process, the motivation to work, leadership and power. It further deals with selection, job design and appraisal, applied behavioural analysis and change and organizational development, and also the perceptual process and the learning process, and personality development and theory.

PLG 652 Public Personnel Administration – (2 Units)

This course is designed to familiarize the student with the process of effective manpowermanagement. The main focus of the course is recruitment, selection, training, motivation and labour management relations. Examples will be drawn from both public and private sectors.

PLG 690 Project (Long Essay) – (4 Units)

The purpose of this course is to provide the opportunity for students to relate their academic experience to the real world of local, state or national governments by spending a summer, a semester, of a year working part-time or full-time for a government, department, office, or agency. It may be possible to take the internship course under supervision of any instructor in the state and local or public administration fields. A Report (Long Essay) is expected to be submitted at the end as a project.

MASTER OF PUBLIC ADMINISTRATION (MPA) PROGRAMME

SCOPE

The MPA programme is designed to cover the following:

- c. The theories of organization, with particular reference to public and private organizations;
- d. Research Methodology necessary for the analyses of complex systems and for seeking operational solutions to administrative and management problems;
- e. Management technologies, including the use of sophisticated information systems for the maintenance of an on-going decision-making system; and
- f. Acquisition of knowledge in substantive programme areas, such as urban management, budgeting and financial management and general public management.

As a professional programme, emphasis is placed on learning those administrative concepts, processes and techniques that are associated with managing public and private organizations and businesses. The programme blends the theoretical with the practical and professional perspectives of Public Administration.

ENTRY REQUIREMENTS

1. Graduates of the University of Nigeria or other recognized institutions with a minimum of Second Class Honours in Public Administration with not less than 3.00 GPA or its equivalent.

2. Candidates with honors degree in political science who would have taken a minimum of 24 credit hours in Public Administration.
3. Candidates with Postgraduate Diploma in Public administration at credit level of the University of Nigeria, obtained, with effect from 1994/95 academic session or Upper Credit from other recognized institutions. Serving Senior Administrative/Managerial Staff of the Local and State Governments officially nominated for the programme must have a G.P.A. of at least 3.00 at PGD level of this University. Such a candidate must have served a minimum of five years.

MODE OF STUDY

The MPA degree Programme offers both Full Time and Part-Time mode of study.

DURATION OF STUDY

Master's Degree Programme MPA

- (a) **Full-time:** A Minimum of three (3) Semesters and a maximum of six (6) Semesters
- (b) **Part-time:** A Minimum of six (6) semesters and a maximum of eight (8) semesters.

After their final written examination, candidates will be required to undergo internship for two months. At the end of this internship, they will be required to submit a internship report based on their internship. The internship institution/company will be required to submit its report on the candidate directly to the department under sealed cover. The Department will forward the result of internship programme along with the candidate's other results to the School of Postgraduate Studies.

EMPLOYMENT OPPORTUNITIES

The programme provides opportunity for those seeking employment in the public and organized private sector. They also provide opportunity for those interested in international organizations, development partners, NGOs or independent consultants on public affairs and public programme.

Course Structure

The MPA Programme requires a minimum of 48 credit units made up as follows:

➤ Twelve core courses	36 units
➤ Two elective courses (3 credits each)	6 units
➤ Project Report	6 units
➤ Total	48 units

Areas of Specialization

There are four (4) areas of specialization in MPA programme in Public Administration, namely:

- Human Resource Management
- Local Government
- Financial Management
- International Administration

STRESS AREAS

Foundation Courses/Introduction	0
Theory	1
Administration & Management	2
Government & Politics	3
Finance	4
Human Resources	5
Law and Administration	6
Research Method	7
Project	9

FIRST SEMESTER

COURSE NO.	TITLE	UNITS
PLG 701	Public Policy Analysis	3
PLG 713	Organizational Theory & Behaviour	3
PLG 711	The Theory and Practice of Public Administration	3
PLG 721	Dev DevelopmentAdministration Theory	3
PGC 601	Research Methodology and Application of ICT in Research	3
	Total	15

SECOND SEMESTER

PLG 734	Local Government & Rural Development	3
PLG 742	Public Financial Management	3
PLG 730	Nigerian Government and Administration	3

PLG 752	Public Personnel Management	3
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THIRD SEMESTER

PLG 735	Comparative Public Administration	3
PLG 733	E-Governance in the Public Sector	3
PLG 761	Administrative Law	3
PLG 793	Project Report	6
	Total	15

ELECTIVES:

(Select one Elective in first and second semester from your area of specialization)

HUMAN RESOURCES MANAGEMENT

First Semester

PLG 725	Public Enterprises in Nigeria	3
PLG 727	Managing Public Programmes	3

Second Semester

PLG 750	Advanced Human Resources Management	3
PLG 754	Public Sector Labour Relations	3

LOCAL GOVERNMENT

First Semester

PLG 715	Theory and Practice of Community Development	3
PLG 731	Inter-Governmental Relations	3

Second Semester

PLG 736	Advanced Nigerian and Comparative Local Government	3
PLG 724	Advanced Social Services Administration	3

FINANCIAL MANAGEMENT

First Semester

PLG 741	Budgeting and Budgetary Theory	3
PLG 747	Introduction to Accounting	3

Second Semester

PLG 746	Public Finance	3
PLG 748	Politics of Revenue Allocation	3

INTERNATIONAL ADMINISTRATION

First Semester

PLG 723	International Administration	3
PLG 737	The Politics of Under-Development	3
PLG763	International Law	3

Second Semester

PLG726	The Management and Administration of Multi-National Organization	3
PLG738	Nigerian Foreign Policy	3

COURSE DESCRIPTION

PLG 701 Public Policy Analysis – (3 Units)

Dynamics of Public Policy Processes, of public policy making. Strategies of public policy-making. National Development plans as major policy decisions. Policy implementation processes and problems. Case Studies.

PLG 711 Theory and Practice of Public Administration (3 Units)

The study and appraisal of concept and approaches to the study of relevant theories in the areas of administration. The mainstream of organization, administrative and management theories, concepts of administrative leadership and integration – communication and decision-making.

PLG 713 Organizational Theory and Behaviour – (3Units)

The course examines the nature of theory and reviews major administrative theories. Emphasis will be on classical, neoclassical and modern theories. Theories from behavioural science as they apply to the understanding of the role of the individual as a member of organizations and to the effects of organization upon members; organizational socialization, climate and effectiveness, power authority and decision-making in groups.

PLG 715 Theory and Practice of Community Development – (3 Units)

Definitions; objectives and goals of development. The basic principles of community development. Methods and orientations of community development. Agencies and institutions engaged in local development and their relationships: Case Studies of community development projects.

PLG725 Public Enterprises in Nigeria – (3 Units)

Major public enterprises in Nigeria, their aims and classifications; Government policies on public enterprises, relationship between state/federal/local governments and enterprises; organization of public enterprises with emphasis on membership of board, staffing, finance of public enterprises/detailed consideration of the Report of the Presidential Commission on parastatals, 1981 and other contemporary regulations and laws on public enterprises.

PLG 721 Development Administration Theory - (3 Units)

The relationship between public administration and socio-economic advancement in developing countries. The state of endogenous development will be assessed using existing manifestations in Nigeria and other countries South of Sahara. A critical analysis of the social services administration and how it impacts on African development will be undertaken

PLG 724 Advanced Social Services Administration – (3 Units)

Examination of the nature and development of social policies in the context of changing social conditions; and of the impact upon family and group organization of welfare policies and social services in Nigeria. Groups in special needs, criminology, polices and problems in education, social policy, health services, social services in general. The organizational context of social services with particular reference to evaluating their effectiveness.

PLG 723 International Administrations - (3 Units)

An examination of the nature and functioning of international institutions (both universal and regional) special emphasis will be placed on the structure and management of these organizations. The concept of international civil service, administering, international organizations, structure, recruitment, career patterns, behavioural issues, e.t.c. The role of the international civil service commission decision making in international organizations.

PLG 726 The Management and Administration of Multi-National Organizations – (3 Units)

Elements of International Administrative Law. Management of multi-national corporations. The changing role of the executive in multinational corporations, recruitment and career patterns in multi-national corporations.

PLG 727 Managing Public Programmes (3 Units)

Nature and meaning of project; the genesis and evolution of project management in contemporary organizations; distinctions between projects and programmes; planning of projects and application of Programme Evaluation and Review

Technique (PERT), time Network , project techniques Project implementation, systems-oriented implementation and relationships, among the strategic choice elements; project management information systems; case studies.

PLG 730 Nigerian Government and Administration (3 Units)

The Nigerian administrative system – the structure and functions of the Central, State and Local government institutions. The parastatals and other government owned institutions. Local Government, Federal-State-Local Government relations. Control of the administration.

PLG 731 Inter-Governmental Relations – (3 Units)

Examination of the concepts of decentralization central – local relations and Inter-Governmental Relations (IGR). An examination and analysis of the machinery and mechanisms of IGR in its various dimensions such as federal-state-local relations; Federal-State relations; state-local relations; aspects of IGRs: its constitutional, political, economic, financial.

PLG 737 The Politics of Under-Development – (3 Units)

Contemporary conceptualization of underdevelopment. Roots of underdevelopment. Theories of underdevelopment. Issues and the political underpinnings of underdevelopment.

PLG 733 E-Governance in the Public Sector/Electronic Governance and Administration (3 Units)

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

PLG 734 Local Government and Rural Development – (3Units)

The role of the local government in rural development. The emphasis of this course is on concepts, goals and methods of Rural Development. Other considerations will include; the role of Development Administrators; the importance of rural development; methods of developing polities with emphasis on Nigeria with regards to structure, functions, financing, etc, of rural development in the country.

PLG 738 Nigerian Foreign Policy – (3 Units)

The development of Nigerian Foreign Policy, the major components of Nigeria's Foreign Policy from Independence to date. Nigerian Foreign Policy during military rule. General analyses of Nigeria's changing Foreign Policy.

PLG 735 Comparative Public Administration – (3 Units)

Comparism and analysis of the political, legal, economic and cultural influences on countries. Similarities and contrasts in the bureaucratic functions and structures will be examined and attention given to organization around the Chief Executive, both central and in departments and ministries.

PLG 736 Advanced Nigerian and Comparative Local Government – (3 Units)

Major concepts and issues in Local Government (for example, decentralization/devolution). Development of the local government system; Nigerian Local Government – Laws and approaches; problems of local government in Nigeria (Finance, staff, motivation and mobilization); The place of local government in the Nigerian political setting with regards to its functions and powers; Rural problems and local government; the relationship among the federal, state and local government; approaches and variations of local government in different settings – a cross-cultural approach; patterns of public participation in grassroots politics.

PLG 742 Public Financial Management – (3 Units)

Objectives and functions of Financial Management. Sources and cost of capital; Financial planning and forecasting; working capital management; capital structure and leverage analysis; Budgets, zero-base and other budgeting methods – Business and public budgeting processes and techniques; Budgeting and financial management in a federal system of government. Politics of the budgetary process. Current issues in budgeting; Fiscal policy; public debt structure and management, corporate re-organizations; Investment environment in Nigeria.

PLG 744 Government Auditing – (3 Units)

The nature and significance of auditing; Statutory and non-statutory audit; Audit programmes and audit working papers; Audit systems; Internal control system; Audit of balance sheet; Trading account and profit and loss account; audit of limited liability companies. The responsibilities of the auditor.

PLG 745 Politics of Government Budgeting – (3 Units)

A synthesis in political behaviour, the budgeting process; the interplay of the executive, administration, legislature and judicial actors and how public expenditure decisions are made. Description and appraisal of innovations in the budgetary process.

PLG 752 Public Personnel Administration – (3Units)

This course is designed to familiarize the student with the process of effective manpower management. The main focus of the course is recruitment, selection, training, motivation and labour management relations. Examples will be drawn from both public and private sectors.

PLG 761 Administrative Law (3 Units)

An examination of the growth and characteristics of administrative law, legal safeguard over administration, the problems of executive power, problems of bureaucracy, judicial review of administrative action, administrative adjudication and individual liberty. The distinction between public and private action, personal liability of officers and scope and limit of administrative power.

PLG 763 International Law – (3 Units)

The new concept of International law after World War II and its sanction, the state as subject of International Law; the question of recognition of state the general practice in the past; Eastern approach to recognition; recognition of belligerent. *De facto* and *de jure* recognition; state territory; Land, sea and space jurisdiction of state. (Territorial Jurisdiction and personal jurisdiction), acquisition and loss of Territory; the law of treaties; Bilateral agreements, multilateral treaties, conventions and proposals; asylum, extradition, treatment of a liens; the law of the seas – High seas, of territorial sea, exclusive Economic zone, continental shelf conventions, disputes; Negotiation, mediation, Arbitration. Acts or reprisal short of war, Economic blockade, embargo, general conventions on humanitarian law in wartime, war crimes, neutrality, the right and obligations of neutrals, and membership of united nations.

PLG 741 Budgeting and Budgetary Theory – (3 Units)

Meaning of Budget, functions of budget; budgeting theories and processes; Types of budgets – Line-Item budgeting; programme budgeting, Incremental Budgeting; Planning, Programming and budgeting System (PPBS), Zero-based

budgeting, classification of budgets (by function, work programme and objects of expenditure).

PLG 748 Politics of Revenue Allocation – (3 Units)

Federalism and Revenue allocation in Nigeria. Historical antecedents of revenue allocation. Politics and revenue allocation. The military and revenue allocation. Revenue allocation and socio-economic development of the State. Problems of Revenue Allocation.

PLG 747 Introduction to Accounting – (3 Units)

Elementary accounting, principles and methods, elementary treatment of accounts of limited liability companies, elementary cost accounting, the measurement of income, costs, and depreciation. Elements of control and finance of real investment projects in the public sector with emphasis on the local government, materials, wages; and over-head costs of local government, standard and marginal costs, reconciliation of costs and financial record of costs and financial records.

PLG750 Advanced Human Resources Management – (3 Units)

An analysis of the structures, role and management of Human Resources at all levels of Nigerian government focusing on the development of public services, manpower planning, unionization of public personnel functions. The private sector will also be in perspective. This course is designed to familiarize the student with the process of effective manpower management. The main focus of the course is recruitment, selection, training, motivation and labour management relations. Examples will be drawn from both public and private sectors.

PLG754 Public Sector Labour Relations – (3 Units)

Covers the techniques of conflict management in the public sector, the elements and theories of conflict administration, impasse resolution procedures and the variety and complexity of law under which public sector labour relations occur.

PLGPGC601 Research Methodology and Application of ICT in Research

(Masters Degree Course) – (3 units)

In-depth research work aimed at acquiring full knowledge and presentations in scholarly writing of the concepts, issues, trends in the definition and development of the study area from African and Western perspectives. Major steps in research: Selection of problem, Literature review, Design, Data collection, analysis and interpretation, Conclusions, Study of various research designs, Historical, Case studies, Surveys, Descriptive, Cross sectional, Experimental, etc. Analysis, surveys and synthesis of conceptual and

philosophical foundations of different disciplines. Identification of research problems and development of research questions and or hypotheses. Detailed treatment of methods of collecting relevant research data and the format for presenting research results (from designing the table of contents to referencing, bibliography and appendix). Data analysis and result presentation in different disciplines using appropriate analytical tools. Methods of project/dissertation writing. Application of appropriate advanced ICT tools relevant in every discipline for data gathering, analysis and result presentation. Essentials of Spreadsheets, Internet technology and internet search engines. All registered Masters Degree students must attend a solution based interactive workshop to be organized by the School of Postgraduate Studies for a practical demonstration and application of the knowledge acquired from the course conducted by selected experts.

PLG PLG 793 Project Report – (6 Units)

Each student will undertake and report in a thesis form, a research work under the supervision of a member of staff. The thesis will be assessed on its contributions to knowledge and competent application of methodology in the discipline.

MASTER OF SCIENCE (M.Sc)

SCOPE

The programme is designed to cover the following:

- g. The theories of organization, with particular reference to public and private organizations;
- h. Research Methodology necessary for the analyses of complex systems and for seeking operational solutions to administrative and management problems;
- i. Management technologies, including the use of sophisticated information systems for the maintenance of an on-going decision-making system; and
- j. Acquisition of knowledge in substantive programme areas, such as urban management, budgeting and financial management and general public management.

Mode of Study

The M.Sc Degree Programme offers both Full Time and Part-Time mode of study.

Duration of Study

- (c) **Full-time:** A Minimum of three (3) Semesters and a maximum of six (6) Semesters
- (d) **Part-time:** A Minimum of six (6) semesters and a maximum of eight (8) semesters.

Entry Requirements

1. Graduates of the University of Nigeria or other recognized institutions with a minimum of Second Class Honours Lower Division in Public Administration, with not less than 3.00 GPA or its equivalent.
2. Candidates with Honours Degree in Political Science who would have taken a minimum of 24 credit hours in Public Administration.
3. Candidates with Postgraduate Diploma in Public Administration at credit level of the University of Nigeria or from other recognized institutions. In addition, the candidate must satisfy the Departmental O’level and /or Direct Entry general entry requirement for the Degrees Programmes.
- 4.

Employment Opportunities

The Programme provides opportunity for those seeking employment as research fellows and academics in universities, Higher Institution and Research Institutions. It also provides opportunity for those who desire to work in public, private and international organizations including NGOs as Administrative Programme and Development Managers.

Course Structure

The M.Sc Programme requires a minimum of 48 credit units made up as follows:

➤ Twelve core courses	36 units
➤ Two elective courses (3 credits each)	6 units
➤ Project Report	6 units
➤ Total	48 units

Areas of Specialization

There are four (4) areas of specialization in M.Sc programme in Public Administration, namely:

- Human Resource Management
- Local Government
- Financial Management
- International Administration

Stress Area

- Foundation Courses/Introduction 0
- Theory 1
- Administration and Management 2
- Government and Politics 3
- Finance 4
- Human Resources 5
- Law and Administration 6
- Research method 7
- Project Report 9

COURSES

FIRST SEMESTER

COURSE NO.	TITLE	UNITS
PLG 801	Public Policy Analysis	3
PLG 811	Theory and Practice of Public Administration	3
PLG 813	Organisation Theory and Behaviour	3
PLG 821	Development Administration Theory	3
PGC 601	Research Methodology and Application of ICT in Research	3
	Total	15

SECOND SEMESTER

PLG 842	Public Financial Management	3
PLG 830	Nigerian Government and Administration	3
PLG 834	Local Government & Rural Development	3
PLG 870	Quantitative Method	3
	Total	12

THIRD SEMESTER

PLG 835	Comparative Public Administration	3
PLG 833	E-Governance in the Public Sector	3
PLG 861	Administrative Law	3

PLG 891	Project Report	6
	Total	15

Electives: (Select one Elective in first and second semester from your area of specialization)

HUMAN RESOURCES MANAGEMENT

First Semester

PLG 825	Public Enterprises in Nigeria	3
PLG 827	Managing Public Programmes	3
PLG 853	Performance Management & Measurement	3

Second Semester

PLG 850	Advanced Human Resources Management	3
PLG 854	Public Sector Labour Relations	3

LOCAL GOVERNMENT

First Semester

PLG 815	Theory and Practice of Community Development	3
PLG 831	Inter Governmental Relations	3

Second Semester

PLG 836	Advanced Nigerian and Comparative Local Government	3
PLG 824	Advanced Social Services Administration	3

FINANCIAL MANAGEMENT

First Semester

PLG 841	Budgeting and Budgetary Theory	3
PLG 847	Introduction to Accounting	3

Second Semester

PLG 846	Government Auditing	3
PLG 848	Politics of Revenue Allocation	3

INTERNATIONAL ADMINISTRATION

First Semester

PLG 823	International Administration	3
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PLG837 The Politics of Under-Development	3	
PLG 863 International Law		3
Second Semester		
PLG826 The Management and Administration of Multi-National Organization	3	3
PLG838 Nigerian Foreign Policy		

COURSE DESCRIPTIONS

PLG 801 Public Policy Analysis – (3 Units)
Dynamics of Public Policy Processes, of public policy making. Strategies of public policy-making. National Development plans as major policy decisions. Policy implementation processes and problems. Case Studies.

PLG 811 Theory and Practice of Public Administration (3 Units)
The study and appraisal of concept and approaches to the study of relevant theories in the areas of administration. The mainstream of organization, administrative and management theories, concepts of administrative leadership and integration – communication and decision-making.

PLG 815 Theory and Practice of Community Development – (3 Units)
Definitions; objectives and goals of development. The basic principles of community development. Methods and orientations of community development. Agencies and institutions engaged in local development and their relationships: Case Studies of community development projects.

PLG 813 Organizational Theory and Behaviour – (3 Units)
The course examines the nature of theory and reviews major administrative theories. Emphasis will be on classical, neoclassical and modern theories. Theories from behavioural science as they apply to the understanding of the role of the individual as a member of organizations and to the effects of organization upon members; organizational socialization, climate and effectiveness, power authority and decision-making in groups.

PLG 825 Public Enterprises in Nigeria – (3 Units)
Major public enterprises in Nigeria, their aims and classifications; Government policies on public enterprises, relationship between state/federal/local governments and enterprises; organization of public enterprises (with emphasis

structures will be examined and attention given to organization around the Chief Executive, both central and in departments and ministries.

PLG 827 Managing Public Programmes (3 Units)

Nature and meaning of project; the genesis and evolution of project management in contemporary organizations; distinctions between projects and programmes; planning of projects and application of Programme Evaluation and Review Technique (PERT), time Network , project techniques Project implementation, systems-oriented implementation and relationships, among the strategic choice elements; project management information systems; case studies.

PLG 830 Nigerian Government and Administration (3 Units)

The Nigerian administrative system – the structure and functions of the Central, State and Local government institutions. The parastatals and other government owned institutions. Local Government, Federal-State-Local Government relations. Control of the administration.

PLG 837 The Politics of Under-Development – (3 Units)

Contemporary conceptualization of underdevelopment. Roots of underdevelopment. Theories of underdevelopment. Issues and the political underpinnings of underdevelopment.

PLG 838 Nigerian Foreign Policy – (3 Units)

The development of Nigerian Foreign Policy, the major components of Nigeria's Foreign Policy from Independence to date. Nigerian Foreign Policy during military rule. General analyses of Nigeria's changing Foreign Policy.

PLG 836 Advanced Nigerian and Comparative Local Government – (3 Units)

Major concepts and issues in Local Government (for example, decentralization/devolution). Development of the local government system; Nigerian Local Government – Laws and approaches; problems of local government in Nigeria (Finance, staff, motivation and mobilization); The place of local government in the Nigerian political setting with regards to its functions and powers; Rural problems and local government; the relationship among the federal, state and local government; approaches and variations of local government in different settings – a cross-cultural approach; patterns of public participation in grassroots politics.

PLG 831 Inter-Governmental Relations – (3 Units)

Examination of the concepts of decentralization central – local relations and Inter-Governmental Relations (IGR). An examination and analysis of the machinery and mechanisms of IGR in its various dimensions such as federal-state-local relations; Federal-State relations; state-local relations; aspects of IGRs: its constitutional, political, economic, financial.

PLG 824 Advanced Social Services Administration – (3 Units)

Examination of the nature and development of social policies in the context of changing social conditions; and of the impact upon family and group organization of welfare policies and social services in Nigeria. Groups in special needs, criminology, polices and problems in education, social policy, health services, social services in general. The organizational context of social services with particular reference to evaluating their effectiveness.

PLG 834 Local Government and Rural Development – (3Units)

The role of the local government in rural development. The emphasis of this course is on concepts, goals and methods of Rural Development. Other considerations will include; the role of Development Administrators; the importance of rural development; methods of developing polities with emphasis on Nigeria with regards to structure, functions, financing, etc, of rural development in the country.

PLG 842 Public Financial Management – (3 Units)

Objectives and functions of Financial Management. Sources and cost of capital; Financial planning and forecasting; working capital management; capital structure and leverage analysis; Budgets, zero-base and other budgeting methods – Business and public budgeting processes and techniques; Budgeting and financial management in a federal system of government. Politics of the budgetary process. Current issues in budgeting; Fiscal policy; public debt structure and management, corporate re-organizations; Investment environment in Nigeria.

PLG 846 Government Auditing – (3 Units)

The nature and significance of auditing; Statutory and non-statutory audit; Audit programmes and audit working papers; Audit systems; Internal control system; Audit of balance sheet; Trading account and profit and loss account; audit of limited liability companies. The responsibilities of the auditor.

PLG 841 Budgeting and Budgetary Theory – (3 Units)

Meaning of Budget, functions of budget; budgeting theories and processes; Types of budgets – Line-Item budgeting; programme budgeting, Incremental Budgeting; Planning, Programming and budgeting System (PPBS), Zero-based budgeting, classification of budgets (by function, work programme and objects of expenditure).

PLG 848 Politics of Revenue Allocation – (3 Units)

Federalism and Revenue allocation in Nigeria. Historical antecedents of revenue allocation. Politics and revenue allocation. The military and revenue allocation. Revenue allocation and socio-economic development of the State. Problems of Revenue Allocation.

PLG 847 Introduction to Accounting – (3 Units)

Elementary accounting, principles and methods, elementary treatment of accounts of limited liability companies, elementary cost accounting, the measurement of income, costs, and depreciation. Elements of control and finance of real investment projects in the public sector with emphasis on the local government, materials, wages; and over-head costs of local government, standard and marginal costs, reconciliation of costs and financial record of costs and financial records.

PLG 853 Performance Measurement and Management (3 Units)

The course is designed to familiarize the student with the process of effective manpower management. The main focus of the course is recruitment, selection, training, motivation and labour management relations. Examples will be drawn from both public and private sectors.

PLG 850 Advanced Human Resources Management – (3 Units)

An analysis of the structures, role and management of Human Resources at all levels of Nigerian government focusing on the development of public services, manpower planning, unionization of public personnel functions. The private sector will also be in perspective.

PLG 854 Public Sector Labour Relations – (3 Units)

Covers the techniques of conflict management in the public sector, the elements and theories of conflict administration, impasse resolution procedures and the variety and complexity of law under which public sector labour relations occur.

PLG 861 Administrative Law (3 Units)

An examination of the growth and characteristics of administrative law, legal safeguard over administration, the problems of executive power, problems of bureaucracy, judicial review of administrative action, administrative

adjudication and individual liberty. The distinction between public and private action, personal liability of officers and scope and limit of administrative power.

PLG 863 International Law – (3 Units)

The new concept of International law after World War II and its sanction, the state as subject of International Law; the question of recognition of state the general practice in the past; Eastern approach to recognition; recognition of belligerent. De facto and de jure recognition; state territory; Land, sea and space jurisdiction of state. (Territorial Jurisdiction and personal jurisdiction), acquisition and loss of Territory; the law of treaties; Bilateral agreements, multilateral treaties, conventions and proposals; asylum, extradition, treatment of a liens; the law of the seas – High seas, of territorial sea, exclusive Economic zone, continental shelf conventions, disputes; Negotiation, mediation, Arbitration. Acts or reprisal short of war, Economic blockade, embargo, general conventions on humanitarian law in wartime, war crimes, neutrality, the right and obligations of neutrals, and membership of united nations.

PGC 601 Research Methodology and Application of ICT in Research 3 Units

In-depth research work aimed at acquiring full knowledge and presentations in scholarly writing of the concepts, issues, trends in the definition and development of the study area from African and Western perspectives. Major steps in research: Selection of problem, Literature review, Design, Data collection, analysis and interpretation, Conclusions, Study of various research designs, Historical, Case studies. Surveys, Descriptive, Cross sectional, Experimental, etc. Analysis, surveys and synthesis of conceptual and philosophical foundations of different disciplines. Identification of research problems and development of research questions and or hypotheses. Detailed treatment of methods of collecting relevant research data and the format for presenting research results (from designing the table of contents to referencing bibliography and appendix). Data analysis and result presentation in different disciplines using appropriate analytical tools. Methods of project/dissertation writing. Application of appropriate advanced ICT tools relevant in every discipline for data gathering, analysis and result presentation. Essentials of Spreadsheets. Internet technology and internet search engines. All registered Masters Degree students must attend a solution based interactive workshop to be organized by the School of Postgraduate Studies for a practical demonstration and application of the knowledge acquired from the course conducted by selected experts.

PLG 870 Quantitative Methods –(3 Units)

- m. Management technologies, including the use of sophisticated information systems for the maintenance of an on-going decision-making system; and
- n. Acquisition of knowledge in substantive programme areas, such as urban management, budgeting and financial management and general public management.

As a professional programme, emphasis is placed upon learning those administrative concepts, processes and techniques that are associated with managing public and private businesses. The programme blends the theoretical with the practical and professional perspectives of Public Administration.

ENTRY REQUIREMENTS

Graduates of the University of Nigeria or other recognized institutions possessing the Degree of Master of Science (MSc) in Public Administration **or** Masters in Public Administration (MPA) with a G.P.A. of 3.5 and above on a 5-point scale.

DURATION

- (a) Full-time: A Minimum of six (6) semesters, a maximum of ten (10) semesters.
- (b) Part-time: A Minimum of ten (10) semesters and a maximum of twelve (12) semesters.

For extension beyond the specified maximum period, a special permission of the Postgraduate Board shall be required.

EMPLOYMENT OPPORTUNITIES

The Programme provides opportunity for those seeking employment as managers in the public sector. It also provides opportunity for those who desire to work in public, private and international organizations including NGOs as Administrative, Programme and Development Managers.

AREAS OF SPECIALIZATION

There are four (4) areas of specialization, namely:

- Human Resource Management
- Local Government
- Financial Management
- International Administration

STRESS AREA

• Foundation Courses/Introduction	0
• Theory	1
• Administration and Management	2
• Government and Politics	3
• Finance	4
• Human Resources	5
• Law and Administration	6
• Research method	7
• Project Report	9

COURSE STRUCTURE

The DPA programme requires a minimum of 39 credit units made up as follows:

➤ Five core courses (3 credits each)	15 units
➤ Two elective courses (3 credits each)	6 units
➤ Two Seminars (3 credits each)	6 units
➤ Thesis	12 units
➤ Total	39 units

YEAR ONE

FIRST SEMESTER

Course No.	Title of Course	Units
PLG 901	Advanced Administrative Theory and Behavior	3
PLG 971	Advanced Research Methodology	3
Elective Courses(Select any one of the following 3 unit courses)		
PLG 921	International Administration	3
PLG 931	Advanced Local Government Administration	3
PLG 961	Advanced Administrative Law	3

SECOND SEMESTER

PLG 910	Advanced Development Administration Theory	3
PLG 920	Strategic Planning and Management	3
PGC 701	Synopsis and Grant Writing	3
Elective Course (Select any one of the following 3 unit courses)		
PLG 922	Electronic governance and administration	3
PLG 932	Intergovernmental Relations	3
PLG 930	Urban Administration	3

YEAR TWO (SEMINARS)

FIRST SEMESTER

Seminar

Candidates are required to present **one seminar paper of 3 units** outside their area of specialization. The seminars are supposed to be well-researched theoretical expositions geared towards the expansion of the frontiers of knowledge in the fields of Public Administration and Local Government. The seminar can be drawn from any of the following:

PLG 923	Seminar in International Administration	3
PLG 925	Seminar in Local Government Administration	3
PLG 941	Seminar in Public Financial Management	3
PLG 953	Seminar in Public Personnel/Human Resource Management	3

SECOND SEMESTER

Seminar

Candidates are required to present **one seminar paper of 3 units** outside their area of specialization. The seminars are supposed to be well-researched theoretical expositions geared towards the expansion of the frontiers of knowledge in the fields of Public Administration and Local Government. The seminar can be drawn from any of the following:

PLG 924	Seminar in Comparative Public Administration	3
PLG 934	Seminar in Government & Politics	3
PLG 952	Seminar in Public Enterprise Management	3
PLG 936	Seminar in Public Policy	3

YEAR THREE

FIRST SEMESTER

Candidates are required to present a Thesis Proposal which must be in a distinct area of Public Administration and Local Government, embodying the Preliminary Field Report and the Research Design. The topic shall be the one on which the candidate will eventually write in his/her doctoral thesis. After a successful proposal, the candidate will be expected to present a mock Defence to the PG Committee before the work is sent to the external examiner. After that, the candidate applies for approval of title of thesis (Synopsis)

SECOND SEMESTER

PLG 990

DPA Thesis

12 Units

The DPA thesis comprises of a selected and approved topic in the candidates area of specialization in Public Administration and Local Government. It must be organized around a series of interrelated propositions, advancing an original viewpoint by the student as a result of comprehensive, in-depth research under supervision by qualified academic staff assigned for this purpose. The thesis should display not only the student's thorough understanding of the ramifications and interrelatedness of the problem, but also his/her critical and analytical abilities and predictive judgments, as it relates to Nigeria Public Administration and Local Government System

COURSE DESCRIPTIONS

COURSE CODE

COURSE TITLES

PLG 901

Advanced Administrative Theory and Behavior (3 Units)

Discussion of some theories. Frederick W. Taylor Scientific Management, Elton Mayo and his Harvard colleagues, Kurt Lewin, Field Theory and Group membership, classic experiments in social psychology. The course will also look at motivation organizations: towards synthesis and redirection. An attribution theory of leadership, information processing and decision making in organization, power and resource allocation in organization.

PLG 910

Advanced Development Administration Theory (3 Units)

This course will look at the meanings and theories of development: Economic Growth, Basic Need Model, Redistribution with Growth, the Marxist Model of development, the World Bank and Development, alternative approaches to Development, theory and practice of decentralization. It also examines participatory development theory and practice. It touches the application of development processes to rural areas. Political and administrative constraints. Other issues touched are population and development, environment and sustainable development.

PLG 911

Advanced Research Methodology (3 Units)

Detailed discussion of methods and tools of social research and investigation. Application of these in the different dimensions of public administration. Discussion of various stages of research and thesis writing, scientific inquiring and alternative modes of social investigation; strategy of investigations, research

designs; models of data analysis, presentation and reports organization; problems of utilization and application of research findings.

PLG 920 Strategic Planning and Management (3 Units)

This course embraces critical analysis of the concept, models types and theories of planning. The politics of planning programme planning, data for planning, plan formulation and implementation.

PLG 921 International Administration (3 Units)

An examination of the nature and role of International Organization and Institutions. The concept of international civil service, administering international organization, structures, recruitment, career patterns behavioral issues etc. The role of International Civil Service Commission: decision making in International Organizations. International Administrative Law: Management of multilateral and bilateral co-operation (and technical co-operation) including regional co-operation among the developing countries: case studies based on the administration of the United Nation.

PLG 922 E-Governance in the Public Sector/Electronic governance & Administration (3 Units)

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

PLG 923 Seminar in International Administration (3 Units)

This seminar focuses on the nature and role of International Organization and Institutions, the concept of international civil service, administering International organization, structures, recruitment, career patterns behavioral issues etc. It also borders on the role of International Civil Service Commission: decision making in International Organizations, International Administrative Law: Management of multilateral and bilateral co-operation (and technical co-

operation) including regional co-operation among the developing countries: case studies based on the administration of the United Nation.

PLG 924 Seminar in Comparative Public Administration(3Units)

This course will be looking at some concepts like system transformation, modernization, development, changes. Historical antecedents of National Administration system, organizing concepts for historical interpretation, ancient world origins. Administration in the developed nations: General characteristics and classical administrative systems. Administration in the Developed Nations; some variations in administrative systems. Administration in “the civic culture”; Great Britain and the U.S.A. administration in the Developing Nations, the ideology of development, the politics of development.

PLG 925 Seminar in Local Government Administration (3 Units)

This seminar focuses on the nature, scope, significance and development local government. Evolution of local government system in Nigeria, management problems in local government, relationship between federal and state governments service delivery, citizen participation and mobilization.

PLG 930 Urban Administration (3 Units)

An analysis of the variety of political and administrative format and forces operating in an urban area. Issues to be discussed include urban population problems, policy formulation and implementation process; environmental control, social facilities such as housing, education, health care, safe water supply and welfare; policy performance and accountability and relationship between urban government and other units of government.

PLG 931 Advanced Local Government Administration (3 Units)

The course will examine the philosophy, nature, scope, significance and development, evolution of local government system in Nigeria. Problems of local government service delivery, relationship with governments at other levels will also be examined as well as the issues of grassroots mobilization and participation.

PLG 932 Inter-Governmental Relations (3 Units)

A study of inter-governmental relations as a growing sub-theme of Public Administration, Federalism and inter-governmental relations. Issues in the management of inter-governmental relation: Constitutional, legal, political, economic, financial and personnel. Institutional mechanisms for managing inter-

governmental relations in a comparative perspective with special reference to the experience of countries such as the U.S.A. India, Brazil and Canada.

PLG 934 Seminar in Government & Politics(3 Units)

This seminar incorporates an overview of Nigeria Government and Politics, historical analysis of Nigerian state: pre-colonial, colonial and pre-independence constitution, independence and post-independence constitutions. Contending issues in Nigeria government such as military rule, revenue allocation, evolution of Nigeria federation, State creation, ethnicity, religion and political instability, public administration, civil service and local government administration, foreign policy and Nigeria public policies are also discussed.

PLG 936 Seminar in Public Policy (3 Units)

This seminar features applied research on public policies. Research in various fields of this endeavour can be presented: education, health, housing, social security/welfare, national security, economy, agriculture, foreign policies, e.t.c. Emphasis will be on the intricacies of this all-important governmental concern including programme/project evaluation, agenda setting/proposal, policy processes, outcomes, actors and politics.

PLG 941 Seminar in Public Financial Management (3Units)

This course treats the distinctive characteristic of government and institutional accounting, federal, state and local organization of financial management. It presents the special methods of accounting and auditing in public agencies and government. The course considers macro/micro allocation of resources, type of budgeting instrumentalism, programme budgeting, zero base budgeting, Management By Objective (MBO), Bulk Budgeting and reaction to stress (Cash unit envelope budgeting, structure budget margin, inter-governmental budget control coordination of taxation and expenditure and off budget operations)

PLG 952 Seminar in Public Enterprise Management (3 Units)

The study of the nature of public enterprises should be examined in this course, (the origins and classification). A survey of the major issues in the management of public enterprises: organizational patterns, financial management, staffing, control and accountability and relation with other public services, private enterprises and the public.

PLG 953 Seminar in Public Personnel/Human Resource Management (3 Units)

This study will attempt to look at the function within organizations with particular reference to recruitment, selection and promotion, motivation, discipline. Illustration will be drawn from both the public and private sectors in

Nigeria and selected foreign countries. It will also deal with applied personnel management techniques and skills such as personnel grading, auditing, manpower, planning, job analysis. It will also focus on issues in development training programmes and analyze personnel policies in comparative perspective.

PLG 961 Advanced Administrative Law (3 Units)

The course examines the growth and characteristics of administrative law, legal safeguard over administration, the problems of executive power, problems of bureaucracy, judicial review of administrative action, administrative adjudication and individual liberty. The distinction between public and private action, personal liability of officers and scope and limit of administrative power.

PGC 701 Synopsis and Grant Writing (3 Units)

Identification of types and nature of grant and grant writing; mining of grants application calls on the internet. Determining appropriate strategy for each grant application. Study of various grant application structures and contents and writing of concept notes, detailed project description, budgeting and budget defense. Study of sample grant writings in various forms and writing of mock research and other grants. Identification of University of Nigeria synopsis structure and requirements, (Introduction, Methodology and Results). Determining the content of each sub-unit of the synopsis. Steps in writing of synopsis from the Dissertation/Thesis document. Structural and language issues. Common errors in synopsis writing and strategies for avoiding them. The roles of the student and the supervisor in the production of a synopsis. Writing of mock synopsis. All registered Ph.D students must attend a solution-based interactive workshop to be organized by the School of Postgraduate studies for a practical demonstration and application of the knowledge acquired from the course conducted by selected experts.

PLG 990 DPA Thesis (12Units)

A programme of individual research bearing on a major area of concern to Public Administration and with new insight.

Ph. D PROGRAMME

SCOPE

The programme is designed to cover the following:

- o. Theories of organization, with particular reference to public and private organizations;
- p. Research Methodology necessary for the analyses of complex systems and for seeking operational solutions to administrative and management problems;
- q. Management technologies, including the use of sophisticated information systems for the maintenance of an on-going decision-making system; and
- r. Acquisition of knowledge in substantive programme areas, such as urban management, budgeting and financial management and general public management.

ENTRY REQUIREMENTS

Graduates of the University of Nigeria or other recognized institutions possessing the Degree of Master of Science in Public Administration with a G.P.A. of 4.0 and above on a 5-point scale. In addition, the candidate must satisfy the Departmental O-Level and/or Direct Entry general entry requirements.

DURATION

(c) Full-time: A Minimum of six (6) semesters, a maximum of ten (10) semesters.

(d) Part-time: A Minimum of ten (10) semesters and a maximum of twelve (12) semesters.

For extension beyond the specified maximum period, a special permission of the Postgraduate Board shall be required.

Employment Opportunities

The programme provides opportunity for those seeking employment as research fellows and academics in universities, Higher Institutions and Research Institutions. It also provides opportunity for those who desire to work in public, private and international organizations including NGOs as Administrative, Programme and Development Managers.

AREAS OF SPECIALIZATION

There are four (4) areas of specialization, namely:

- Human Resource Management
- Local Government
- Financial Management
- International Administration

Stress Area

• Foundation Courses/Introduction	0
• Theory	1
• Administration and Management	2
• Government and Politics	3
• Finance	4
• Human Resources	5
• Law and Administration	6
• Research method	7
• Project Report	9

Course Structure

The Ph. D Programme requires a minimum of 39 credit units made up as follows:

➤ Five core courses (3 credits each)	15units
➤ Two elective courses (3 credits each)	6 units
➤ Two Seminar Papers	6 units
➤ Thesis	12 units
➤ Total	39 units

YEAR ONE

FIRST SEMESTER

Course No.	Title of Course	Units
PLG 901	Advanced Administrative Theory and Behavior	3
PLG 971	Advanced Research Methodology	3
Elective Courses (Select any one of the following 3 unit courses)		
PLG 921	International Administration	3
PLG 931	Advanced Local Government Administration	3
PLG 961	Advanced Administrative Law	3

SECOND SEMESTER

PLG 910	Advanced Development Administration Theory	3
PLG 920	Strategic Planning and Management	3
PGC 701	Synopsis and Grant Writing	3
Elective Courses (Select any one of the following 3 unit courses)		

PLG 932	Intergovernmental Relations	3
PLG 930	Urban Administration	3
PLG 922	Electronic Governance and Administration	3

YEAR TWO (SEMINARS)

FIRST SEMESTER

Seminar

In the first semester candidates are required to present **one seminar paper of 3 units** outside their area of specialization. The seminars are supposed to be well-researched theoretical expositions geared towards the expansion of the frontiers of knowledge in the fields of Public Administration and Local Government. The seminar can be drawn from any of the following:

PLG 923	Seminar in International Administration	3
PLG 925	Seminar in Local Government Administration	3
PLG 941	Seminar in Public Financial Management	3
PLG 953	Seminar in Public Personnel/Human Resource Management	3

SECOND SEMESTER

Seminar

In the second semester candidates are required to present **one seminar paper of 3 units** outside their area of specialization. The seminars are supposed to be well-researched theoretical expositions geared towards the expansion of the frontiers of knowledge in the fields of Public Administration and Local Government. The seminar can be drawn from any of the following:

PLG 924	Seminar in Comparative Public Administration	3
PLG 934	Seminar in Government & Politics	3
PLG 952	Seminar in Public Enterprise Management	3
PLG 936	Seminar Public Policy	3

YEAR THREE

FIRST SEMESTER

Candidates are required to present a Thesis Proposal which must be in a distinct area of Public Administration and Local Government, embodying the Preliminary Field Report, The Research Design, Data and Test of Hypotheses. The topic shall be the one on which the candidate will eventually write in his/her

doctoral thesis. After a successful proposal, the candidate will be expected to present a mock Defence to the PG Committee before the work is sent to the external examiner. After that, the candidate applies for approval of title of thesis (Synopsis)

SECOND SEMESTER

PLG 990

Ph.D Thesis

12 Units

The Ph.D thesis comprises of a selected and approved topic in the candidates area of specialization in Public Administration and Local Government. It must be organized around a series of interrelated propositions or hypotheses, advancing an original viewpoint by the student as a result of comprehensive, in-depth research under supervision by qualified academic staff assigned for this purpose. The thesis should display not only the student's thorough understanding of the ramifications and interrelatedness of the problem, but also his/her critical and analytical abilities and predictive judgments, as it relates to Nigeria Public Administration and Local Government System.

COURSE DESCRIPTIONS

COURSE CODE

COURSE TITLES

Units

PLG 901 Advanced Administrative Theory and Behavior 3 Units

Discussion of some theories. Frederick W. Taylor Scientific Management, Elton Mayo and his Harvard colleagues, Kurt Lewin, Field Theory and Group membership, classic experiments in social psychology. The course will also look at motivation organizations: towards synthesis and redirection. An attribution theory of leadership, information processing and decision making in organization, power and resource allocation in organization.

PLG 910 Advanced Development Administration Theory (3 Units)

This course will look at the meanings and theories of development: Economic Growth, Basic Need Model, and Redistribution with Growth, the Marxist Model of development, the World Bank and Development, alternative approaches to Development, theory and practice of decentralization. It also examines participatory development theory and practice. It touches the application of development processes to rural areas. Political and administrative constraints. Other issues touched are population and development, environment and sustainable development.

PLG 920 Strategic Planning and Management (3 Units)

This course embraces critical analysis of the concept, models types and theories of planning. The politics of planning programme planning, data for planning, plan formulation and implementation.

PLG 921 International Administration (3 Units)

Nature and role of International Organization and Institutions. The concept of international civil service, administering International organization, structures, recruitment, career patterns behavioral issues etc. The role of International Civil Service Commission: decision making in International Organizations. International Administrative Law: Management of multilateral and bilateral co-operation (and technical co-operation) including regional co-operation among the developing countries: case studies based on the administration of the United Nation.

PLG 922 E-Governance in the Public Sector/Electronic governance and Administration (3 Units)

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

PLG 923 Seminar in International Administration (3 Units)

This seminar focuses on the nature and role of International Organization and Institutions, the concept of international civil service, administering International organization, structures, recruitment, career patterns behavioral issues etc. It also borders on the role of International Civil Service Commission: decision making in International Organizations, International Administrative Law: Management of multilateral and bilateral co-operation (and technical co-operation) including regional co-operation among the developing countries: case studies based on the administration of the United Nation.

PLG 924 Seminar in Comparative Public Administration (3 Units)

This course will be looking at some concepts like system transformation, modernization, development, changes. Historical antecedents of National

Administration system, organizing concepts for historical interpretation, ancient world origins. Administration in the developed nations: General characteristics and classical administrative systems. Administration in the Developed Nations; some variations in administrative systems. Administration in “the civic culture”; Great Britain and the U.S.A. administration in the Developing Nations, the ideology of development, the politics of development.

PLG 925 Seminar in Local Government Administration (3 Units)

This seminar focuses on the nature, scope, significance and development local government. Evolution of local government system in Nigeria, Management problems in local government, relationship between federal and state governments service delivery, citizen participation and mobilization

PLG 930 Urban Administration (3 Units)

An analysis of the variety of political and administrative format and forces operating in an urban area. Issues to be discussed include urban population problems, policy formulation and implementation process; environmental control, social facilities such as housing, education, health care, safe water supply and welfare; policy performance and accountability and relationship between urban government and other units of government.

PLG 931 Advanced Local Government Administration (3 Units)

The course will examine the philosophy, nature, scope, significance and development, evolution of local government system in Nigeria. Problems of local government service delivery, relationship with governments at other levels will also be examined as well as the issues of grassroots mobilization and participation.

PLG 932 Inter-Governmental Relations (3 Units)

A study of inter-governmental relations as a growing sub-theme of Public Administration, Federalism and inter-governmental relations. Issues in the management of inter-governmental relation: Constitutional, legal, political, economic, financial and personnel. Institutional mechanisms for managing inter-governmental relations in a comparative perspective with special reference to the experience of countries such as the U.S.A. India, Brazil and Canada.

PLG 934 Seminar in Government & Politics (3 Units)

This seminar incorporates an overview of Nigeria Government and Politics, historical analysis of Nigerian state: pre-colonial, colonial and pre-independence constitution, independence and post-independence constitutions. Contending issues in Nigeria government such as military rule, revenue allocation, evolution

of Nigeria federation, State creation, ethnicity, religion and political instability, public administration, civil service and local government administration, foreign policy and Nigeria public policies are also discussed.

PLG 941 Seminar in Public Financial Management (3 Units)

This course treats the distinctive characteristic of government and institutional accounting, federal, state and local organization of financial management. It presents the special methods of accounting and auditing in public agencies and government. The course considers macro/micro allocation of resources, type of budgeting instrumentalism, programme budgeting, zero base budgeting, Management by Objective (MBO), Bulk Budgeting and reaction to stress (Cash unit envelope budgeting, structure budget margin, inter-governmental budget control coordination of taxation and expenditure and off budget operations)

PLG 942 Seminar in Public Financial Management II (3 Units)

This course treats the distinctive characteristic of government and institutional accounting, federal, state and local organization of financial management. It presents the special methods of accounting and auditing in public agencies and government. The course considers macro/micro allocation of resources, type of budgeting instrumentalism, programme budgeting, zero base budgeting, MBO, Bulk Budgeting and reaction to stress (Cash unit envelope budgeting, structure budget margin, inter-governmental budget control coordination of taxation and expenditure and off budget operations)

PLG 952 Seminar in Public Enterprise Management (3 Units)

The study of the nature of public enterprises should be examined in this course, (the origins and classification). A survey of the major issues in the management of public enterprises: organizational patterns, financial management, staffing, control and accountability and relation with other public services, private enterprises and the public.

PLG 953 Seminar in Public Personnel/Human Resource Management (3 Units)

This study will attempt to look at the function within organizations with particular reference to recruitment, selection and promotion motivation, discipline. Illustration will be drawn from both the public and private sectors in Nigeria and selected foreign countries. It will also deal with applied personnel management techniques and skills such as personnel grading, auditing, manpower, planning, job analysis. It will also focus on issues in development training programmes and analyze personnel policies in comparative perspective.

PLG 961 Advanced Administrative Law (3 Units)

The course examines the growth and characteristics of administrative law, legal safeguard over administration, the problems of executive power, problems of bureaucracy, judicial review of administrative action, administrative adjudication and individual liberty. The distinction between public and private action, personal liability of officers and scope and limit of administrative power.

PLG 971 Advanced Research Methodology (3 Units)

Detailed discussion of methods and tools of social research and investigation. Application of these in the different dimensions of public administration. Discussion of various stages of research and thesis writing, scientific inquiring and alternative modes of social investigation; strategy of investigations, research designs; models of data analysis, presentation and reports organization; problems of utilization and application of research findings.

PGC 701 Synopsis and Grant Writing (3 Units)

Identification of types and nature of grant and grant writing; mining of grants application calls on the internet. Determining appropriate strategy for each grant application. Study of various grant application structures and contents and writing of concept notes, detailed project description, budgeting and budget defense. Study of sample grant writings in various forms and writing of mock research and other grants. Identification of University of Nigeria synopsis structure and requirements, (Introduction, Methodology and Results). Determining the content of each sub-unit of the synopsis. Steps in writing of synopsis from the Dissertation/Thesis document. Structural and language issues. Common errors in synopsis writing and strategies for avoiding them. The roles of the student and the supervisor in the production of a synopsis. Writing of mock synopsis. All registered Ph.D students must attend a solution-based interactive workshop to be organized by the School of Postgraduate studies for a practical demonstration and application of the knowledge acquired from the course conducted by selected experts.

PLG 990 PhD Thesis (12 Units)

A programme of individual research bearing on a major area of concern to Public Administration and with new insight.