**IOP 1204 PUBLIC ADMINISTRATION**

**Duration of the Course:** The course is 3 Credit Units providing 45 Contact Hours.

**Course Description:**

This course is an introduction to the study of public administration both as a discipline as well as a profession. The course aims to give the students (learners) the basic theoretical tools of analysis as used in public administration as well as expose them to the way public administration is practiced.

**Course Objectives:**

1. To introduce to the student the nature and scope of public administration.
2. To help student understand the importance of managing publics.
3. To help student appreciate the concept of administrative behavior.
4. To introduce the student to the general concept of administrative structure.

**Course Content:**

Nature and scope of public administration, Approaches and relations with other subjects, Importance and challenges in society, Administrative behavior, Principles of organization, Structure of organization, Personnel administration, Public Finance and Management, Administrative law, regulation and reforms, Administration and People.

**Teaching/delivery Method:**

The course will be taught using lecture, tutorial, case study, and guest lecture methods.

**Assessment: Learning Outcomes?**

This is done through course work (take home), two written test and final examination. Course work and test account for 30% while final examination account for 70% making a final total of 100%.

**Learning Resources/References**

1. Basu Rumki (1994). Public administration concept and theories
2. Bellavita Christopher (1990.) How public organizations work: Learning from experience.
3. Bozeman Barry (1993). Public management: The state of the art.
4. African association for public administration and management (1984). African public services and challenges and profile for the futre.
5. Hughes Owen E. (1994). Public management and administration: An introduction.
6. Lawton Alan (1998). Ethical management for the public services.
7. Stillman II, Richard J. (1996). Public administration: concept and cases.
8. Subramaniam V. (ed) (1990). Public administration in the third world: An international Handbook.