

DEPARTMENT OF PUBLIC ADMINISTRATION

ACADEMIC STAFF LIST

S/N	NAME	QUALIFICATIONS	STATUS
1	Dr. O. Osumah	B.Sc. (Ekpoma); M.Sc. (Benin); Ph.D. (Benin)	Senior Lecturer/ Ag Head of Department
2	Prof. F.E. Iyoha	B.A. (New York); MPA, (New York); Ph.D. (Southampton); MNIM	Professor
3	Prof. J.U. Azelama	B.Sc. (Lagos); M.Sc. (Lagos); Ph.D. (Ekpoma)	Professor
4	Prof. W. Idada	B.A. (Ibadan); M.Sc. (Benin); Ph.D. (Ekpoma)	Professor
5.	Prof. P.O. Oviasuyi	Diploma in Theology (ANFCBII); BPA (Benin); M.Sc. (Benin); Ph.D. (Ekpoma); MNIM	Professor
6	Prof. S.O. Ajagun	BA (Ed) (Ilorin); MPA (Ilorin); PGDCS (Ekpoma); M.Sc. (Benin); Ph.D. (Ekpoma)	Professor
7	Prof. F. Aiya	B.Sc. (Benin); M.Sc. (Benin), Ph.D. (Ekpoma)	Professor
8.	Dr. S. Enabunene	B.Sc. (Ekpoma); M.Sc. (Ibadan) Ph.D. (Abakailiki)	Reader
9	Dr. J. Oboh	B.Sc. (Ekpoma); MPA (Ekpoma) Ph.D. (Abakaliki)	Reader
10	Dr. O.E. Ubhenin	B.Sc. (Ekpoma); M.Sc. (Benin) Ph.D. (Abakaliki)	Senior Lecturer
11	Dr. (Mrs.) J. A. Onimawo	HND (Idah) PGDE (Ekpoma) MPA (Ekpoma), Ph.D. (Okada)	Senior Lecturer
12	Dr. G.E. Imonie	BPA (Ekpoma), M.Sc. (Ekpoma) PhD (Ekpoma)	Lecturer 11
13.	Mr. C. Akahomen	B.Sc. (Benin),	Assistant Lecturer

		M.Sc. (Benin)	
14.	Mr. B.P. Ehikioya	BPA (Ekpoma), M.Sc. (Akwa) Ph.D. (Abakaliki)	Assistant Lecturer

NON-ACADEMIC STAFF

S/N	NAME	QUALIFICATION	STATUS
1.	Mrs. Mary E. Ileoba	Certificate in Computer Training, Diploma in Accounting in Education, B.Sc. Education Management	Principal Executive Officer 11
2.	Mr. Godwin O. Oribhabor	Diploma in Computer Operation	Senior Data Processing Officer 1
3.	Mrs. M. Osagie	First School Leaving Certificate	Senior Messenger / Cleaner

Brief History of the Department

The Department of Public Administration was carved out of the Department of Political Science in the 1999/2000 academic session. Instructively, the Department of Political Science was itself created from the Department of Sociology and Political Science at the time the University was called Bendel State University. The Department of Public Administration graduated its first set in the 2001/2002 academic session with Bachelor in Public Administration (BPA) Honours degree.

However, the nomenclature of the degree has now been changed to Bachelor of Science (B.Sc.) Honours degree from the 2007/2008 academic session. In addition to the B.Sc. degree in Public Administration, the Department runs the following programmes: Postgraduate Diploma in Public Administration (PGDPA); Master of Public Administration (MPA); Master of Science in Public Administration (M.Sc.); and the Doctor of Philosophy in Public Administration (Ph.D.).

BACHELOR OF SCIENCE DEGREE IN PUBLIC ADMINISTRATION

(B.Sc.) PROGRAMME (FULL TIME)

Philosophy of the programme

The philosophy of the Department's Bachelor of Science degree in Public Administration (B.Sc.) is to aid the students in knowledge acquisition and skills development for the role of middle and top level bureaucrats, as well as managers in Nigeria and the international community. It also prepares the students to be conversant with the principles, theories and techniques required for conducting research for the purpose of problem-solving and widening the frontiers of knowledge in the area within and relating to the discipline.

The general philosophy is to develop the mind, impart both theoretical and practical knowledge on individual to develop self-confidence, be innovative and self-reliant in the fields of administration and management.

Objectives of the programme

The objectives of the B.Sc. programme are to:

- (1) produce personnel that are competent to manage complex relations in bureaucracy and the ever-changing business environment;
- (2) turn out middle and top-level bureaucrats, as well as managers for Nigeria and the international community;
- (3) groom administrators to possess adequate knowledge and skills for efficient administration of organizations and societies;

(4) build problem-solvers who are skillful in policy initiation, formulation, implementation and evaluation for effective and efficient goal attainment; and

(5) raise graduates who are versed in administrative theories, principles and practice, which serve as the foundation for studies in higher degrees in Public Administration and allied disciplines.

Duration of course

The full-time programme is designed to last a minimum of four (4) years for the University entrance examinations candidates and three (3) years for direct entry candidates.

Admission requirements

A candidate seeking admission into the programme must possess the following

(a) Entrance examinations admission

At least five (5) credit grades in SSCE or O/L GCE or NECO or NABTEB, which must include English Language, Mathematics, Economics, Government / History and any other subject at not more than two (2) sittings. An approved minimum entrance examinations score by the authorities of Ambrose Alli University, Ekpoma (AAU) will also be required.

(b) Direct entry admission

A candidate for direct entry admission must possess AAU diploma with at least credit grade in Banking and Finance or Accounting or Business Management (or Administration), in addition to the requirements in (a) above. A Polytechnic diploma with at least upper credit grade may also be considered.

Besides, the requirements in (a) and (b), other qualifications that are considered relevant by the Senate of Ambrose AAU from time to time may also be acceptable for admission.

100 Level

First Semester

Course code	Course title	Units
	Core Course	
PUB 101	Organization of Government: the Citizen and the State	3
	General Courses (compulsory)	
GST 101	Use of English and Library	4
GST 102	Philosophy and Logic	2
MMS 101	Mathematics for Management Sciences 1	3
CFM 101	Introduction to Computer Science	3
	Required courses (compulsory)	
ECO 101	Elements of Economics 1	3

SOC 101	Introduction to Sociology	3
ACC 101	Introduction to Financial Accounting	3
	Total Units	24

Second Semester

Course code	Course title	Units
	Core Courses	
PUB 111	Nigerian Constitutional Development and Politics	3
PUB 112	Pattern of Administration in Traditional and Colonial Africa	2
	General Courses (compulsory)	
GST 111	Nigerian Peoples and Culture	2
GST 112	History and Philosophy of Science	2
MMS 111	Mathematics for Management Sciences 11	3
	Required Courses (Compulsory)	
ECO 111	Elements of Economics 11	3
PSY 111	Introduction to Psychology	3
	Total Units	18

200 Level

First Semester

Course code	Course title	Units
	Core Courses	
PUB 201	Introduction to Public Administration	3
PUB 202	Office Management and Organization	3
PUB 203	Introduction to Statistics 1	3
PUB 204	Introduction to Political Science	3
	General Course (Compulsory)	
ENT 201	Entrepreneurship Studies 1	2
	Required Courses (Compulsory)	
BUS 203	Business Communications	2
CFM 201	Applications of Computer	3
BUS 101	Introduction to Business 1	3
PSY 206	Introduction to Social Psychology	3
	Total Units	25

Second Semester

Course code	Course title	Units
	Core Courses	

PUB 211	Nigerian Public Administration	2
PUB 212	Introduction to Local Government	2
PUB 213	Introduction to Statistics 11	3
PUB 214	Development Theories and Administration	3
	General Courses (Compulsory)	
GST 222	Peace and Conflict Studies	2
ENT 212	Entrepreneurship Studies 11	2
	Required Courses (Compulsory)	
BBF 213	Introduction to Finance	3
ACC 213	Introduction to Cost and Management Accounting	3
	Total Units	20

DIRECT ENTRY STUDENTS

Direct Entry students are expected to register for the following courses in addition to all the 200 level courses.

First Semester

Course code	Course title	Units
	Core Course	
PUB 101	Organization of Government: the Citizen and the State	3
	General Courses	
GST 101	Use of English and Library	4
GST 102	Philosophy and Logic	2
MMS 101	Mathematics for Management Sciences 1	3
CFM 101	Introduction to Computer Science	3
	Required Courses (Compulsory)	
SOC 101	Introduction to Sociology	2
	Total Units	17

Second Semester

Course code	Course title	Units
	Core Courses	
PUB 111	Nigerian Constitutional Development and Politics	3
PUB 112	Pattern of Administration in Traditional and Colonial Africa	2
	General Courses (Compulsory)	
GST 111	Nigerian Peoples and Culture	2
GST 112	History and Philosophy of Science	2
MMS 111	Mathematics for Management Sciences 11	3
	Required Course (Compulsory)	
PSY 111	Introduction to Psychology	3
	Total Units	15

300 Level

First Semester

Course code	Course title	Units
	Core Courses	
PUB 301	Organization and Administrative Theories	3
PUB 302	Personnel Administration	3
PUB 303	Public Productivity Management and Measurement	2
PUB 304	Research Methods in Public Administration	3
PUB 305	Administrative Law	3
PUB 306	Intergovernmental Relations	3
	Required Course (Compulsory)	
BUS 307	Elements of Management	3
	Total Units	20

Second Semester

Course code	Course title	Units
	Core Courses	
PUB 311	Programme Evaluation	2
PUB 312	Traditional Administrative Systems in Nigeria	3
PUB 313	Industrial and Labour Relations	2
PUB 314	Health Administration	2
PUB 315	Administration of Higher Education	2
PUB 316	Elements of Government	3
PUB 317	Public Enterprise Management	3
PUB 318	Commercial Law	3
	Total Units	20

400 Level

First Semester

Course code	Course title	Units
	Core Courses	
PUB 401	Research Project 1	3
PUB 402	Public Budgeting and Planning	3
PUB 403	Local Government and Rural Development	3
PUB 404	Public Policy Making and Analysis	3
PUB 405	Social Welfare Administration	3
PUB 406	Public Service Rules and Meetings	3
	Total Units	18

Second Semester

Course code	Course title	Units
	Core Courses	
PUB 411	Research Project 11	3
PUB 412	Public Financial Management	3
PUB 413	Democratic Studies	3
PUB 414	International Administration	3
PUB 415	Comparative Public Administration	3
	Total Units	15

Description of Courses

100 Level

First semester

GST 101: Use of English and Library

See General Studies Unit of the University for Course description

GST 102: Philosophy and Logic

See General Studies Unit of the University for Course description

MMS 101: Mathematics for Management Sciences 11

Concepts of sets, mappings and transformation, introduction to complex continuous variables, the straight line in various forms, the circle, trigonometric functions, logarithmic functions, exponential functions, maxima, minima and points of inflection, integration by substitution and by-parts, expansion of algebraic functions, simple sequences and series

CFM 101: Introduction to Computer Science

The course examines the history of computer, functional components of computers, characteristics of computer, programming statements, symbolic names, array subscript expression and central statements, data presentation, the decimal system, the banal system numbers components, introduction to basic Fortran programming language and computer application.

PUB 101: Organization of Government: The Citizens and The State

The organs of government; the legislature, executive, and judiciary, the theory of separation of powers, forms of political administrative systems such as unitary, federal and confederal, forms of government such as presidential and cabinet systems of government, machineries of government such as political parties and pressure group, as well as rights , duties and obligations of the citizen.

ECO 101: Elements of Economics 1

See Department of Economics handbook for the Course description

SOC 101: Introduction to Sociology

See Department of Sociology handbook for the Course description

ACC 101: Introduction to Financial Accounting 1

As described in the Department of Accounting

Second Semester

GST 111: Nigerian Peoples and Culture

See General Studies Unit of the University for the Course description.

GST 112: History and Philosophy of Science

See General Studies Unit of the University for the Course description.

MMS 111: Mathematics for Management Sciences 11

Concepts of sets, mappings and transformation; introduction to complex continuous variables; the straight line in various forms; the circle; trigonometric functions; logarithmic function; exponential functions; points of maxima, minima and inflection: integral calculus: integration by substitution and by-parts; expansion of algebraic functions; simple sequence and series

PUB 111: Nigerian Constitutional Development and Politics

Survey and analysis of issues and problems in Nigeria Constitutional Development in a chronological or sequential order, emphasis will be on topics like Colonization, the Richards Constitution, McPherson constitution, the Lyttleton Constitution, the independence, the Republican and the 1979 and 1988 Constitutions.

PUB 112: Patterns of Administration in Traditional and Colonial Africa

The course examines the forms of administration in traditional Africa and the colonial superstructure in the 1900s.

ECO 111: Introductory Economics II

See Department of Economics handbook for the Course description

PSY 111: Introduction to Psychology

See Department of Psychology handbook for the Course description

200 Level

First Semester

PUB 201: Introduction to Public Administration

The course examines the scope, nature and approaches to Public Administration. It compares public and private administrations. It examines the politics and administrative dichotomy; approaches to the study of public administration, the ambience of administration, communication, and concepts of decision making.

PUB 202: Office Management and Organization

This course examines authority relationship in organization, vertical and horizontal relationships, line of authority. Emphasis shall be placed on line and staff relationship in the office line of communication, delegation, decentralization and departmentalization.

PUB 203: Introduction to Statistics I

An introduction to statistical methods in social research, presentation of data, measures of central tendency (mean, median and mode), measures dispersion (variance, standard deviation), basic probabilities, theory and normal distribution.

PUB 204: Introduction to Political Science

The course is designed to introduce the students to the nature, scope and methods of Political Science. The course will examine major operational concepts in politics and government, political socialization, political culture, input, structures pressure groups, political parties and government structure.

BUS 203: Business Communication

As described in Department of Business Administration

CFM 201: Applications of Computer

The course examine the history of computer, functional components of computers, characteristics of computer, programming statements, symbolic names, array subscript expression and central statements. Data are presentation, the decimal system, the banal system numbers components. Introduction to basic Fortran programming language and computer application. The programming process: problem definition, flow charting and decision table.

BUS 101: Introduction to Business I

As described in the Department of Business Administration

ENT 201: Entrepreneurship Studies I

As described in the ENT handbook of the University.

Second Semester

PUB 211: Nigerian Public Administration

Nigerian Public Administration from earliest times through the colonial era to the present time, Operations of the Federal, State and Local governments and relationship between them and the public service. The course will focus on the problems of public services, such as lack of trained manpower, corruption, etc.

PUB 212: Introduction to Local Government

The course examines the philosophy, nature scope, significance and development of local government, evolution of local government system in Nigeria, problems of local government service delivery, relationship with other governments and citizen participation and mobilization.

PUB 213: Introduction to Statistics II

This course examines statistical techniques such as regression analysis, Chi-square, Correlation coefficient, T – test, test of significance and analysis of variance, spearman ranking order.

PUB 214: Development Theories and Administration

The course examines human development in developing societies with particular reference to African countries since 1960. It analyses, the relationship between economic growth and human development, urbanization and development, and strategies for human development in the 1990s and beyond.

BBF 213: Introduction to Finance

As described in the Department of Banking and Finance

PSY 213: Introduction to Social Psychology

See Department of Psychology for the Course description.

ACC 213: Introduction to Cost and Management Accounting

As described in the Department of Accounting.

ENT 212: Entrepreneurship II

As described in ENT handbook of the University

GST 222: Peace and Conflict Studies

See General Studies Unit of the University for the Course description.

300 Level

First Semester

PUB 301: Organization and Administrative Theories

This course examines the scope and nature of organization theory and behaviour. Emphasis is placed on classical theories, neoclassical theory or human relations movement, system theory and contingency theory. Theories from behavioural science as they apply to the understanding of the role of the individual as a member of organizational socialization, climate and effectiveness, power, motivation, authority, communication, leadership, and decision-making in organization.

PUB 302: Personnel Administration

This course analyses the concept, nature and scope of human resource management in public sector. It reviews recruitment, selection, training, motivation, job evaluation and analysis, manpower planning, staff appraisal, and labour-management relations.

PUB 303: Public Productivity Management and Measurement

This course examines the concept of public sector productivity, input, output per man-hour, and unit cost. It considers the planning, implementing, and evaluation of productivity. The course presents the human, management and workload factors negating productivity and the major catalysts of improvement. The course also considers how to measure inputs, labour workload, and impact. Practical examples will be given on labour-management simulation, how to measure productivity in federal, state and local governments, and their agencies.

PUB 304: Research Methods in Public Administration

This course is designed to provide the students with adequate knowledge of all aspects of scientific research, research design, sampling techniques, data collection, data presentation and analysis. The course also covers the various methods of referencing with particular emphasis on the social sciences.

PUB 305: Administrative Law

The course examines the growth and characteristics of administrative law, legal safeguards 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 actions, personal liability of officers and scope and limits of administrative power will also be discussed.

PUB 306: Inter-Governmental Relations

This course treats federalism and inter-governmental relations (IGR); theories of federalism, approaches to federalism and IGR; historical development of the Nigerian system, regulatory federalism; the changing roles of federal, state and local governments, inter-governmental politics and actors; the legislative, executive, judiciary, bureaucracy and interest groups, politics and actors: political aspects of IGR: bureaucracy, politics and public policy, fiscal federalism, and financing, the assignment of expenditure responsibilities and revenue rights – sole and

concurrent responsibilities, taxes and other sources of revenue, and vertical imbalance and horizontal disparities, the future of IGR, reforming bureaucracy, intergovernmental programmes, policy making and implementation.

BUS 307: Elements of Management

As described in the Department of Business Administration

Second Semester

PUB 311: Programme Evaluation

This course analyses the concept, growth, types and status of evaluation; the distinction between policy and programme evaluation. It also discusses the methodological approaches to evaluation, evaluation research design, and the administration of evaluation studies.

PUB 312: Traditional Administrative Systems in Nigeria

This course examines early history of Nigeria, Nok culture in Delta, migration and formation of centralized institutions. It also looks at the Hausa state, Kanem-Borno, Yoruba states, Benin, etc, and the administration in these states. Finally, the course entails the formation of **acephalous** groups in the east and west of the Niger Delta, north and south of the Benue, and administration within these states.

PUB 313: Industrial and Labour Relations

The contents of this course include a review of industrial relations; industrial harmony and grievance procedures. It also analyses labour law, dispute and dispute resolution, collective bargaining and the dynamics of industrial relations in Nigeria.

PUB 314: Health Administration

This course examines concepts and principles of health administration and their applicability to various community health programmes. Other areas of consideration are health economics, approaches and trends in health administration, factors affecting the management of health programmes and institutions.

PUB 315: Administration of Higher Education

This course introduces the students to the origin and growth of higher educational institutions in Nigeria. It focuses on the dominant problem areas in higher education administration and management, academic planning, physical planning, budgeting and financial management and personnel policies.

PUB 316: Elements of Government

This course basically entails the nature of politics, society and social organization, the state, the problem of law, constitution and constitutionalism, political ideology. It also includes the classical heritage, such as Plato, Aristotle, Stoicism, and Pax Romanica. Other topics of interest are revolt, towards the mass man, organs of government, national governmental institutions, public administration, elections, political parties and pressure groups, public opinion and propaganda, and international order.

PUB 317: Public Enterprise Management

This course reviews the philosophical basis for public enterprises; their classification, organization and problems. It also examine their performance measurement, control, capital structure and funding.

PUB 318: Commercial Law

This course examines the Nigerian legal system, sources of Nigerian Law, hierarchy of Nigerian courts, commercial arbitration, law of contracts, commercial contracts, commercial relations between persons, unfair competition, passing off and ‘trade libel’. Other topics are introduction to company law, powers and functions of directors, and introduction to taxation laws.

400 Level

First Semester

PUB 401: Research Project I

It is compulsory for four (4) level students to carry out original research work under the supervision of a lecturer. The research project must be approved by the Department.

PUB 402: Public Budgeting and Planning

This is an examination of fiscal and budgetary processes in public sector, approaches to budgeting, allocation of funds. Special references will be made to line item budgeting, programme budgeting, zero-base budgeting, and management by objective (MBO).

PUB 403: Local Government and Rural Development

This course includes a survey of the role of local government in rural development and modernization. Other topics of interest are the development process at the grassroots level, methods and approaches to rural development, factors influencing facilities location at the local level, citizen participation and mobilization in rural development in Nigeria.

PUB 404: Public Policy Making and Analysis

This course examines the concept; nature and scope of public policy; theories of decision-making; the dynamics of public policy formulation, implementation and evaluation. Special emphasis will be placed on the various approaches to policy formulation and decision-making.

PUB 405: Social Welfare Administration in Nigeria

This course examines the nature and development of social policy in the context of changing Nigeria social conditions and its impact upon family, group and organization. Specifically, it will examine welfare policies and problems in education, housing, health and provision of food.

PUB 406: Public Service Rules and Meetings

This course examines the concept, essentials, structure, functions and problems of public service. It further examines the patterns of communication flow, methods and terminologies used in communication in the public service. Also, the course outlines the rules governing appointment, transfer and secondment, promotion, discipline, emolument and increment, compensation, insurance and personal effects, annual performance evaluation and reports, medical procedures, petitions and appeals, leave and leaving the public service. And more, the course examines the concept, types, significance and terminologies used in meetings and procedures for organizing meetings in the public service.

Second Semester

PUB 411: Research Project II

This course is a continuation of PUB 401.

PUB 412: Public Financial Management

This course treats the distinctive characteristics of government and institutional accounting; federal, state and local organizations of financial management, methods of accounting and auditing in government and its agencies. The course also entails micro/macro allocation of resources, budgeting types, such as instrumentalism, MBO, bulk budgeting and reaction to stress, cash units envelope budgeting, and structure budget margin. Other topical interests are intergovernmental budget control, coordination of taxation and expenditure, and off-budget operations.

PUB 413: Democratic Studies

This course examines the concept of democracy, theories of democracy, processes and institutions of democracy, the dynamics of democracy in Nigeria, and electoral systems in Nigeria; its trends, problems and prospects. Other topics of interest are human rights and democracy, national/global context of democracy, techniques for constituencies empowerment, collective institutions and the state; their constraining parameters.

PUB 414: International Administration

This course entails an examination of the nature, scope, and functions of international institutions (both universal and regional). Special emphasis will be placed on the structure and management of these institutions.

PUB 415: Comparative Public Administration

This course examines the concept of comparison in public administration. It also looks at the context and system of administration in selected developed and developing countries. The course emphasizes the political and policy making roles of public bureaucracies, the relationship between organized interests and public agencies and the problem of bureaucratic accountability to political authority in nations around the world.