NATIONAL BOARD FOR TECHNICAL EDUCATION



CURRICULUM AND COURSE SPECIFICATIONS

FOR

NATIONAL DIPLOMA (ND)

PUBLIC ADMINISTRATION

JUNE, 2021

FOREWORD

The Higher National Diploma in PUBLIC ADMINISTRATION curriculum is designed to be used by training institutions to produce manpower development the public sector and related industry nationwide.

The need for professionally-trained manpower in this industry in Nigeria as well as to produce professional practitioners with good ethics and career progression, through the acquisition of desirable knowledge and skills, necessitated the production of this national curriculum.

It is my belief that this curriculum and course specifications which is the minimum required to produce practitioners with sound knowledge and skills in public administration, if properly implemented with the required resources (qualified teaching staff in adequate number and mix, adequate consumables, training materials, teaching aids), and qualified candidates are admitted into the programme will lead to the production of competent and skilled practitioners required in the sector.

I wish to express my deep appreciation to those that made the review of this curriculum possible more especially the resource persons for their full participation and funding. The invaluable contributions of all other members of the committee during the national review workshop are also appreciated.

I hope that the curriculum would be properly implemented, so as to produce the required workforce of our dream.

Prof. Idris M. Bugaje, Executive Secretary,

NBTE, Kaduna

TABLE OF CONTENT

Forward	2
Table of Content	3
General Information	6
Curriculum Table	13

ND YEAR 1 SEMESTER 1

Element of Public Administration	17
Theories of Administration and Management	26
Element of Government	33
Introduction to Community Development	46

ND YEAR 1 SEMENSTER II

Nigeria Government and Politics 1	55
Ecology of Administration	59
Administrative Behavior	65
International Organization and Institution	71
Non-Governmental Organizations	80

ND YEAR II SEMENSTER I

Introduction to public Finance	87
Nigeria Government and Politics 11	92
Principles of Human Resource Management	97
Introduction to Public Enterprise Management	110

Research Method	115
Democratic Governance	112

ND YEAR II SEMENSTER II

Inter-governmental Relations	131
Social and Economic Development	141
E- Governance	151
Public Service Rules and Regulations	161

HND YEAR 1 SEMENSTER 1

Administrative Theory and Practice	184
Development Administration 1	191
Public Financial Management	198
Nigeria Government and Administration	204
Constitutional Law	215
Organizational Behavior	222
Introduction to Local Government Finance	231

HND YEAR 1 SEMENSTER II

Principles and Practices of Cooperative	244
Development Administration 11	250
Research Method	258
Local Government Administration	264
Administrative Law	272

Public Personal Management	280
Advance Local Government Finance	288

HND YEAR II SEMENTER I

Rural Development	292
Comparative Local Government	299
Statistics for Administration	305
Industrial Relations	318
E-Governance	329
Public Policy Making Analysis	338
Public Sector Accounting	344

HND YEAR II SEMENTER II

Public Enterprise Management	349
Nigeria Foreign Policy	360
Comparative Public Administration	370
Workshop in Public Administration	377
Budget and Budgeting in Nigeria	385
Practice and Conflict Resolution	393
List of Equipment in the Resource Center	399
List of Participants	400

GENERAL INFORMATION

1.0 NATIONAL DIPLOMA (ND) IN PUBLIC ADMINISTRATION

1.1 PROGRAMME GOAL

The national diploma in public administration is designed to produce personnel required for the running of efficient and effective administration in the public and private sectors.

PROGRAMME OBJECTIVES

At the completion of this programme the graduates should be able to:

- 1. Apply the theories and practices of public administration;
- 2. Analyze the nature and scope of intergovernmental relations;
- 3. Utilize the structure and functions of local government;
- 4. Apply the principles and management of public finance in governmental Institutions
- 5. Identify management problems at the appropriate levels and design strategies to solve them
- 6. Mobilize small communities of groups of individuals for the preparation of small development programs/project
- 7. Apply the Principle and management of public enterprises in Nigeria;
- 8. Apply the basic principles of law in official relationships and transactions;

2.0 ENTRY REQUIREMENTS

To qualify for admission into the National Diploma in Public Administration, the candidate must meet any of the following entry requirements:

 The West Africa School Certificate (SSCE), General Certificate of Education, Ordinary Level (GCE O' level), Senior Secondary Certificate (SSC) or any other equivalent qualification with credit pass in English Language, Mathematics, Government/History compulsory and any 2 other subjects from the followings: Economics; Commerce; Agricultural Science/Biology/Health Science; C.R.K/I.R.K; Home Economics/Home Management Business Studies Statistics Civic Education; Photography; Fisheries.

3.0 STAFFING REQUIREMENT

3.1 Headship of the Department

The HOD should be at least a Senior Lecturer who has a minimum of second Degree in Public Administration. He

should have at least 5 years cognate experience and must be registered with relevant professional body.

3.2 **Core Teaching Staff**

At the point of mounting the programme, there should be a minimum of four Lecturers who should spread from Assistant Lecturer and above with first/second degrees (or equivalent) in Public Administration.

3.3 **Technical Staff**

These are technically qualified staff not involved in direct lecturing/instructing, but who provide vital and indispensable services in implementation processes of the curriculum guide.

3.4 CAREER/ACADEMIC PROSPECTS

On successful completion of the National Diploma programme, the graduate may be employable in any Administrative professional fields: Can further his academic pursuits in the Polytechnic or University to study the listed courses: HND, BA in Public Administration and or Business Administration and Management.

3.5 **DURATION**

The duration of the programme is two academic sessions consisting of four semesters of 17 weeks each.

Foundation courses include courses in Geography, The number of hours for the courses may account for about 10-15% of the total contact hours.

Professional courses are core courses of the programme that give the student the theory and professional skills he/she needs to practice his/her field of calling at the Technologist level. These may account for between 70-80% of the contact hours.

3.6 CURRICULUM STRUCTURE

The structure of the **National Diploma** (**ND**) programme consists of four semesters of classroom, laboratory and workshop/field activities in the college as well as a semester (3 - 4 months) of Supervised Industrial Work Experience Scheme (SIWES). Each semester shall be 17 weeks of duration made up as follows:

- ✓ 15 contact weeks of registration, teaching (lecture, recitation, practical exercises/field work, and quiz)
- \checkmark 2 weeks of examination

SIWES shall take place at the end of the second semester of the first year at ND.

4.0 PROJECT

Project shall be submitted at the end of second semester of final year at National Diploma

5.0 ACCREDITATION

Programme offered at the ND level shall be accredited by the NBTE before the diplomats can be awarded the diploma certificates. Details about the process of accrediting a programme for the award of the ND are available from the Executive Secretary, National Board for Technical Education, at Plot B, Bida Road, P.M.B. 2239; Kaduna, Nigeria.

5.1 CONDITIONS FOR THE AWARD OF THE NATIONAL DIPLOMA (ND) IN PUBLIC ADMINISTRATION

Institutions offering accredited programmes will award the National Diploma in Public Administration to a candidate who successfully completes the programme after passing prescribed course-work, examination, diploma project and supervised Student Industrial Work Experience Scheme (SIWES). Such a candidate should have completed 90-100 credit unit. National Diploma certificate shall be awarded based on the following:

i) Grading of courses

The standardized unified grading system shall be as follows:

Marks Range	Letter Grade	Weighting
75% and above	А	4.0
70% - 74%	AB	3.50
65% - 69%	В	3.25
60% - 64%	BC	3.00
55% - 59%	С	2.75
50% - 54%	CD	2.50
45% - 49%	D	2.25
40% - 44%	Е	2.00
Below 40%	F	0.0

ii) Classification of Diploma

Diploma Certificates shall be awarded based on the following Classifications:

CGPA	Class of Diploma
3.50 - 4.00	Distinction
3.00 - 3.49	Upper Credit
2.50 - 2.99	Lower Credit
2.00 - 2.49	Pass

6.0 GUIDANCE NOTES FOR TEACHERS OF THE PROGRAMME

- **6.1** The new curriculum is drawn in unit courses. This is in keeping with the provisions of the National Policy on Education which stresses the need to introduce the semester credit units which will enable a student, who so wish, to transfer the units already completed in an institution of similar standard from which he is transferring.
- **6.2** In designing the units, the principle of the modular system by product has been adopted, thus making each of the professional modules, when completed provides the student with technician operative skills, which can be used for employment purposes.
- **6.3** As the success of the credit unit system depends on the articulation of programmes between the institution and industry, the Curriculum content has been written in behavioural objectives, so that it is clear to all the expected performance of the student who successfully completed some of the courses or the diplomates of the programme. There is a slight departure in the presentation of the performance based curriculum which requires the conditions under which the performance is expected to be carried out and the criteria for the acceptable levels of performance. It is a deliberate attempt to further involve the staff of the department teaching the programme to write their own curriculum stating the conditions existing in their institution under which the performance can take place and follow that with the criteria for determining an acceptable level of performance. The Academic Board of the institution may vet departmental submission on the final curriculum. Our aim is to continue to see to it that a solid internal Evaluation system exist in each institution for ensuring minimum standard and quality of education in the programmes offered throughout the polytechnic system.
- **6.4** The teaching of the theory and practical work should, as much as possible, be integrated. Practical exercises, especially those in professional courses and laboratory work should not be taught in isolation from the theory. For each course, there should be a balance of theory to practice in the ratio of 50:50 or 60:40 or the reverse.

7.0 GUIDELINE OF SIWES PROGRAMME

For the smooth operation of the SIWES, the following guidelines shall apply:

7.1 Responsibility for placement of students

- a) Institutions offering the ND programme shall arrange to place the students in industry by April 30 of each year, six copies of the list showing where each student has been placed shall be submitted to the Executive Secretary, NBTE which shall in turn, authenticate the list and forward it to the industrial training fund, Jos.
- b) The placement Officer should discuss and agree with industry on the following:
 - A task inventory of what the students should be expected to experience during the period of attachment. It may be wise to adopt the one already approved for each field.
 - ii) The industry-based supervisor of the students during the period, likewise the institution based supervisorIt should be noted that the final grading of the student during the period of the attachment should be weighted moreon the evaluation by his industry-based supervisor

7.2 Evaluation of students during the SIWES

In the evaluation of the student, cognizance should be taken of the following items:

- a) Punctuality
- b) Attendance
- c) General Attitude to Work
- d) Respect for Authority
- e) Interest in the Field/Technical area
- f) Technical competence as a potential technician in his field

7.3 Grading of SIWES

To ensure uniformity of grading scales, the institution should ensure that the uniform grading of student's work, which has been agreed to by polytechnics, is adopted.

7.4 The Institution Based Supervisor

The Institution-based supervisor should initiate the log book during each visit. This will enable him to check and determine to extent the objective of the scheme are being met and to assist students having any problems regarding the specific assignments given to them by their industry-based supervisor.

7.5 Frequency of Visit

Institution should ensure that students placed on attachment are visited within one month of their placement. Other visits shall be arranged so that:

- 1) There is another visit six weeks after the first;
- 2) A final visit in the last month of the attachment.

7.7 Stipends for Students in SIWES

The rate of stipend payable shall be determined from time to time by the Federal Government after due consultation with the Federal Ministry of Education, the Industrial Training Fund and the NBTE.

7.8 SIWES as a Component of the Curriculum

The completion of SIWES is important in the final determination of whether the student is successful in the programme or not. Failure in the SIWES is an indication that the student has not shown sufficient interest in the field or has no potential to become a skilled technician in his field. The SIWES should be graded on a fail or pass basis. Where a student has satisfied all other requirements but failed SIWES, he may only be allowed to repeat another four months SIWES at his own expense.

CURRICULUM TABLE

ND I SEMESTER ONE

COURSE	COURSE TITLE	L	Р	CU	СН	
CODE						
PAD 111	Elements of Public Administration	2	-	2	2	
PAD 112	Theories of Administration and Management	3	-	3	3	
PAD 113	Elements of Government	3	-	3	3	
PAD 114	Introduction to Community Development	3	-	3	3	
GNS 211	Introduction to Sociology	2	0	2	2	
GNS 222	Principles of Economics	3	-	3	3	
GNS 411	Introduction to Psychology	2	0	2	2	
CEM 111	Elements of Cooperatives	2	0	2	2	
ACC 111	Principles of Accounts	2	1	3	3	
GNS 101	Use of English I	2	-	2	2	
TOTAL		24	1	25	25	

ND I SEMESTER TWO

COURSE CODE	COURSE TITLE	L	Р	CU	СН	
PAD 121	Nigerian Government and Politics I	3	0	3	3	
PAD 122	Ecology of Administration	2	0	2	2	
PAD 123	Administrative Behavior	3	0	3	3	
PAD 124	International Organization & Institutions	2	0	2	2	
PAD 125	Non-Governmental Organization	2	0	2	2	
CST 125	Statistics	2	0	2	2	
CEM 114	General Principles of Law	3	0	3	3	
LGS 101	Local Government Administration I	3	0	3	3	
GNS 102	Communication in English I	2	0	2	2	
COM 111	Introduction to Computer	2	1	2	3	
ENT 126	Introduction to Entrepreneurship I	2	1	3	3	
TOTAL		26	2	27	28	

ND II SEMESTER ONE

COURSE CODE	COURSE TITLE	L	Р	CU	СН
PAD 211	Introduction to Public Finance	2	0	2	2
PAD 212	Nigerian Government and Politics II	2	0	2	2
PAD 213	Principles of Human Resources Management	3	0	3	3
PAD 214	Introduction to Public Enterprises Management	2	0	2	2
PAD 215	Research Methods	2	0	2	2
PAD 216	Democratic Governance	2	0	2	2
LGS 102	Local Government Administration II	2	0	2	2
COM 123	Computer Packages	2	1	2	3
GNS 201	Use of English II	2	-	2	2
ENT 216	Introduction to Entrepreneurship II	2	1	3	3
TOTAL		21	2	22	23

ND II SEMESTER TWO

COURSE CODE	COURSE TITLE	L	Р	CU	СН
PAD 221	Inter- Governmental Relations	2	0	2	2
PAD 222	Project	0	0	4	0
PAD 223	Social and Economic Development	3	0	3	3
PAD 224	E-Governance	3	0	3	3
PAD 225	Public Service Rules and regulations	2	0	2	2
BAM 427	Nigerian Labour Law	2	0	2	2
ACC 213	Auditing	2	0	2	2
ACC 214	Taxation	2	0	2	2
GNS 202	Communication in English II	2	0	2	2
TOTAL		18	0	22	18

KEY: L: Lecture

P: Practical CU: Credit Unit CH: Contact Hour (Per Week)

PUBLIC ADMINISTRATION ND I FIRST SEMESTER COURSES

Programme: National Diploma in Public Administration							
Course: Elements of Public Administration	Code: PAD 111	Credit Unit: 2					
	Credit Hour: 2 Hours	Theoretical: 2 Hours					
Year: I Semester: I	Pre-requisite	Practical: 0 Hour					
Goal: This course is designed to introduce students to the basic principles of Public Administration.							
General Objectives: On the completion of the course, students	should be able to:						
1.0 Understand the general principles of Public Administration;							
2.0 know the historical development of Public Administration;							
3.0 know the responsibilities of a Chief Executive Officer;							
4.0 Comprehend the similarities and differences between Public	e and Business Administration;						
5.0 Understand environmental factors that influence Public Adr	ninistration;						
6.0 Comprehend personnel management in the public service;							
7.0 Know the various administrative controls in the public service;							
8.0 Understand the concept of bureaucracy and its application in Nigeria;							

Programme: National Diploma in Public Administration					
Course: Elements of Public Administration	Code: PAD 111	Credit Unit: 2			
	Credit Hour: 2 Hours	Theoretical: 2 Hours			

Year: I	Semester: I		Pre-rec	quisite:	Practica	l: 0 Hour
General	l Objective: 1.0 Understand the	general principles of	Public Administra			
	Theoretical Content			Practical Content	I	
Week	Specific Learning	Teacher's	Resources	Specific Learning	Teacher's	Evaluation
	Outcomes	Activities		Outcomes	Activities	
1-2	1.1 Define administration and	Explain the	Diagram			Explain the
	public administration	concept of	Charts			conceptual
	1.2 Classify administration as	administration and	Library			understanding of
	an art or science	public	materials			the principles of
	1.3 Explain the scope of	administration.				public
	public administration	Differentiate				administration
	1.4 Analyze the following	between the two				
	principles of	Explain with				Differentiate
	administration with	illustrations:				administration as
	illustrations:	• Hierarchy				art or science.
	• Hierarchy	• Unity of				
	• Unity of command	command				
	Chain of command	Chain of				
	• Span of control	command				
		• Span of				
		control				
General	l Objectives: 2.0 Know the histo	prical development of	Public Administr	ration		
3-4	2.1 Explain the contribution	Explain the various	Diagram			Discuss the
	of the scientific	contributions of	Charts			contributions of

management theory to	Scholars to the	Library		Fredrick Taylor
the development of	development of	materials		scientific
public administration	administration			management
2.2 Explain the contributions of the human relations theory to the development of public administration	Explain the contributions of the human relations theory to the development of public administration			toward the development of modern administration.
 2.3 Explain behaviorism's contribution to the development of public administration 2.4 Assess the contributions made by other groups to the development of public administration. The administrative management schools, the bureaucracy, model the social systems school, the mathematical school, contingency model 	Explain behaviorism's contribution to the development of public administration Explain administrative management in schools, the bureaucracy, model the social systems school, the mathematical school,			

	the integration school etc	contingency model			
		the integration			
		school.			
Genera	l Objectives: 3.0 Know the resp	onsibilities of a Chief E	xecutive Officer		L
5-6	 3.1 Explain the concept of the Chief Executive Officer (CEO) 3.2 Examine CEO's role in planning for the organization 3.3 Explain how CEO's organizational ability can help the organization 3.4 Assess CEO's role in the selection of the quality of staff that can man the organization 3.5 Explain how CEO can direct staff towards the desired goal 3.6 Analyze CEO's role in the coordination of the various activities in the organization 3.7 Explain how CEO can use reports gathered to improve the performance of the organization 3.8 Examine CEO's role in the budgeting of time and resources for the organization 3.9 Explain CEO's role as the Chief Accounting 	 Explain the various responsibilities of Chief Executive Officer in relation to: Planning Organization Selection of staff Coordinate the Organization Generation of reports, etc. Relate CEO's role in the budgeting of time and resources for the organization and the role of the chief accounting officer in an organization 	Information materials Internet Instructional materials Diagram Charts Library materials etc.		Discuss the roles of Chief Executive Officer in an organization.

			rences between Public and Business	
8	4.1 Define public	Explain the	Information	Distinguish
	administration and	differences between	materials	between public
	business administration	public and business	Internet	and business
		administration	Instructional	administration.
	4.2 Explain their similarities	Explain their	materials	
	and differences in terms	similarities and	Diagram	
	of recruitment	differences in terms of:	Charts	
	4.3 State their similarities and		Library materials	
	differences in terms of	• recruitment size	etc.	
	size	• the types of		
	4.4 State their similarities and	services they		
	differences in terms of the	offer and in		
	types of services they	terms of the		
	offer	conditions of		
	4.5 Assess them in terms of	service for the		
	the conditions of service	diplomats		
	for the diplomats			

9-10	5.1 Define the ecology of	Explain the ecology	Information		Explain the
	public administration	of public	materials		various
		administration	Internet		environmental
	5.2 Explain how population	Explain how	Instructional		factors affecting
	growth influences the	population growth	material		the practice of
	practice of public	influences the			public
	administration with	practice of public			administration.
	particular reference to the	administration,			
	increase in social	culture and accepted			
	overheads	norms in the society			
	5.3 Explain how culture and	Explain how it can			
	accepted norms in the	influence public			
	society can influence	administration			
	public administration	practices:			
	practices: extended	• extended family			
	family system, corruption	system,			
	etc.	• corruption, etc			
	5.4 Examine the impact of	Explain impact of the			
	the state of economy on	state of economy on			
	public administration	public administration			
	5.5 Explain the impact of the	and the impact of the			
	political system and political stability on	political system and			
	public administration	political stability			
Genera	I Objectives: 6.0 Comprehend p	ersonnel management ir	the public service	J	

11-12	6.1 Define the concept and	Explain the personnel	Information		Explain the
	scope of personnel	practices in the public	materials		various
	administration.	services.	Internet		motivational
	 6.2 Explain the recruitment, selection and placement procedures 6.3 State the importance of human resources to an organization 6.4 Examine the role of motivation in staff performance 6.5 Explain promotion procedure in the public 	services. Explain the recruitment, selection and placement procedures Explain human resources to an organization Explain the role of motivation in staff performance Explain promotion procedure in the public service and the	Internet Instructional materials Diagram Charts Library materials etc.		motivational techniques for staff performance.
	service 6.6 Analyze the procedure for discipline	procedures for discipline			
	Objectives: 7.0 Know the vari	1	<u> </u>	ice.	
13-14	7.1 Explain the purpose and	Explain the various	Information		Distinguish
	methods of judicial	forms of	materials		between judicial

	control	administrative	Internet		and executive
	7.2 Explain the purpose and	control in the public	Instructional		control.
	method of executive	service:	materials		
	control 7.3 Explain the purpose and methods of legislative control	 methods of judicial control method of executive control methods of legislative control 	Diagram Charts Library materials etc.		
	 7.4 Analyse how military decrees exercise control on administration 7.5 Assess other forms of control and their impact on administrative practices 	Explain how military decrees exercise control on administration and other forms of control and their impact on			
	Objectives: 8.0 Understand the	1 0	11	in Nigeria	
15-16	8.1 Define bureaucracy	Explain bureaucracy	Information		Examine the
	8.2 Explain Max Weber's	its model with	materials		implications of
	model of bureaucracy	reference to the	Internet		Max Weber's
	with particular	following:	Instructional		bureaucracy
	reference to the	• Hierarchical	materials		modern to

	following:	structure	Diagram		MDAs in
•	Hierarchical structure	• Rules and	Charts		Nigeria.
•	Rules and regulations	regulations	Library materials		
•	Discipline	• Discipline	etc.		
•	Impersonality	• Impersonality			
•	Merit	• Merit			
8.3	Relate each of the	Appraise the			
	concepts in 8.2 above	application of			
	to Ministries,	bureaucracy to			
	Department &	MDAs			
	Agencies) MDAs in				
	Nigeria				
8.4	Evaluate the				
	application				
	bureaucracy to				
	Ministries,				
	Department &				
	Agencies (MDAs) in				
	Nigeria in				
8.5	State the merit and				
	demerit of an ideal				
86	bureaucracy Explain some				
	solutions to the				
	demerit in 8.5 above				

Course: Theories of Admini	stration and Management	Code: PAD 112	Credit Unit: 3				
	_	Credit Hour: 3 Hours	Theoretical: 3 Hours				
Year: 1	Semester: I	Pre-requisite:	Practical: 0 Hour				
Goal: This course is designed to acquaint students with various organizational theories and growing concepts in administration and values that govern administrative behavior.							
General Objectives: On the co	mpletion of the course, students	should be able to:					
1.0 Outline the functions and	impact of administrative and ma	nagement theories;					
2.0 Differentiate theories of c	organization						
3.0 Appreciate the various mo	dels and approaches to decision	making;					
4.0 Know the various problem	ns involved in decision making;						
5.0 Know the various motivational theories and their applications;							
6.0 Understand leadership theories and their applications;							
Know the use of various methods of communication in organization							

Progra	amme: National Diploma in	n Public Administra	tion					
Course	e: Theories of Administration	and Management		Code: PAD				Hour: 3
					ur: 3 Hours			etical: 3 Hours
Year:		nester: I		Pre-requis				cal: 0 Hour
	This course is designed to ac	_	various	organizatio	hal theories and grov	wing	concepts	in administration
	lues that govern administrati al Objective 1.0 : Outline t		neat of	administrat	tive and managem	ont th	norios	
Week	Specific Learning	Teacher's	Resour	ces	Specific Learning		ther's	Evaluation
	Outcomes	Activities			Outcomes		vities	
1-2	1.1 Define organization	Explain the	Inform	ation				Define the
	1.2 Explain the concepts	concept of	materia	als				concept of
	of organization	administrative and	Interne	et				theories and
	theory	management	Instruc	tional				state its
	1.3 Explain origin of	theories of	materia	als				importance to
	administrative theory.	organization	Diagra	m				public sector
	1.4 Explain the		Charts					organization
	importance of theory		Library	y materials				
	to public		etc					
	administration and							
	management.							
Gener	al Objectives: 2.0 Different	iate theories of organ	ization					
3-4	2.1 Explain the scientific	Explain the	Inform	ation				Explain the
	management theory	scientific	materia	als				general system
	2.2 Define bureaucracy	management	Interne	et				theories and its
	2.3 Explain the various	theory	Instruc	tional				impact on
	models of	Define	materia	als				

bureaucracy	bureaucracy	Diagram		administrative
2.4 Enumerate the	various models of	• Charts		processes
elements of	bureaucracy,	Library materials		
bureaucracy	the elements of	etc		
2.5 List the merits and	bureaucracy and			
demerits of a	the various			
bureaucratic status	administrative			
2.6 Explain bureaucracy	theories.			
as a process of	List the merits and			
administration	demerits of a			
2.7 Explain the principles	bureaucratic status			
of formal				
organization	Explain			
2.8 Explain the human	bureaucracy of			
relation theory	administration in			
2.9 Explain the	the principles of			
behavioral theory	formal			
2.10 Explain the	organization			
general system theory	of human relation			
2.11 Explain differences	theory, the			
among the scientific management, human	behavioural			
relations, behavioural	theory and the			
and general system	general system			
theory	theory		 	

5-6	3.1 Explain the following	Explain the	Information	Distinguish
	models/approaches in	various	materials	between elite
	decision making:	models/approach	Internet	theory and
	• The Rational	to decision	Instructional	group
	Approach	making as listed	materials	approach
	• The Systems	in column I	Diagram	
	approach		Charts	
	• The incremental		Library materials	
	Approach		etc	
	• Scanning			
	Approach			
	• The Group			
	Approach			
	Institutional			
	Approach			
	• The Elitist			
	Approach			
	• The Game			
	Approach			
	• The Satisfying			
	Approach			
	Differentiate among the			

	models/approaches in 3.1				
	above				
Gener	al Objectives: 4.0 Know the va	rious problems involve	ed in decision making		
7-8	4.1 Explain	Outline the	Charts		Outline the
	environmental factors	various	Drawings		solutions to the
	on decision making	environmental	Diagrams		problems
	4.2 Outline the problems	factors in decision	Textbooks		influencing
	involved in decision	making and			decision
	making in Nigeria	suggest possible			making in
	Suggest solutions to	solutions to the			Nigeria
	the problems	problems you			
	identifies in 4.2	have identifies.			
	above				
Gener	al Objectives: 5.0 Understand t	the various motivation	I theories and their appl	lications	1
9-10	5.1 State the following		Information		Explain the
	theories:		materials		significance of
	• Maslow's		Internet		Maslow
	Hierarchy of		Instructional		hierarchy of
	Needs		materials		needs in
	• McGregor's		Diagram		enhancing
	theory of		Charts		effective
	motivation		Library materials		administration
	(Theory X and Y)		etc		
	• Herzberg's Two-				

 factor theory Expectancy theory 5.2 Explain the application of the theories in 5.1 above 				
in the Nigerian situation General Objectives: 6.0 Understand	leadership theories a	and their application	L	
 11-12 6.1 Explain the following theories: The Trait theory Behavioural theory Situational theory Other leadership theories 6.2 Explain the following leadership styles: Autocratic Democratic Laissez faire Other styles 	Explain various leadership theories and style and leadership styles: Discuss different leadership style in the Nigerian governance	Information materials Internet Instructional materials Diagram Charts		Examine the various leadership styles in Nigerian governance

7.1 Define	Explain the	Information		Write out
communication	conceptual	materials Internet		solutions to t
7.2 State the different	understanding of	Instructional	1	barriers to
types of	communication	materials Diagram		effective
communication	and its problems	Charts		communicati
7.3 Describe the various				
techniques of				
communication				
Explain the barriers				
to effective				
communication				

Programme	Programme: National Diploma in Public Administration									
Course: Eler	nents of Government	Code: PAD 113	Credit Unit: 3							
		Credit Hour: 3 Hours Theoretical: 3 Hours								
Year: 1	Semester: I	Pre-requisite:	Practical: 0 Hour							
Goal: This c	ourse is designed to enable studen	ts understand the basic elements	of government and politics with particular							
emphasis on	the political development of Nige	ria from pre-colonial era to date.								
General Obje	ctives: On the completion of the cou	urse, students should be able to:								
1.0 Apprecia	te the basic concepts in governme	nt and politics;								
2.0 Apprecia	te the functions of government									
3.0 Identify d	lifferent forms and systems of gov	vernment								
4.0 Apprecia	te constitutions and their features									
5.0 Apprecia	te political party and electoral sys	tems								
6.0 Apprecia	te the pre-colonial and colonial sy	stem of governance in Nigeria.								
7.0 Appreciate the roles of military in governance.										
8.0 Appreciate the constitutional development in Nigeria										
9.0 Know the nature of international organizations										

Program	mme: National Diploma in	Public Administration	on				
Course	: Elements of Government		Code: PAD 11	3	Cred	lit Hour: 3	
				3 Hours	Theo	Theoretical: 3 Hours	
Year: 1	Semester: I		Pre-requisite:		Prac	tical: 0 Hour	
	his course is designed to ena tical development of Nigeria			ents of government a	nd politics wit	h particular emphasis on	
Genera	l Objective: 1.0 Appreciate	 `	government and p				
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Evaluation	
1-2	1.1 Describe the field of	Explain various	Information			Distinguish	
	study of government	concept of	materials			between nation	
	1.2 Describe the role of	government and	Internet			and nation's state.	
	government in	politics: Authority,	Instructional				
	human society	Power, Influence,	materials			Distinguish	
	1.3 Define Authority,	force, Sovereignty,	Diagram			between capitalism	
	Power, Influence,	Legitimacy,	Charts			and socialism	
	force, Sovereignty,	Democracy,					
	Legitimacy,	Capitalism and					
	Democracy,	other concepts in					
	Capitalism and	government					
	other concepts in government	Differentiate					
	C	between nation,					
	1.4 Define nation, state	state and nation's					
	and nation's state	state.					
	1.5 Explain the						

	characteristics of a					
	nation, state and					
	nation's state					
General Objectives :2.0 Appreciate the functions of government						
3-4	2.1 Identify the three	Explain the	Information			Discuss the
	arms/organs of	principles and	materials			principles of check
	government	functions of three	Internet			and balances
	2.2 List the powers of	arms of government	Instructional			Examine the
	each of these arms	and constitutional	materials			application rules
	of government	functions of arms of	Diagram			of law practice by
	2.3 Explain the	government and	Charts			the Nigeria
	principles of	actual practice				-
	principles of separation of power 2.4 Explain the principles of checks and balances among the three arms of government 2.5 Explain the difference between their constitutional	 actual practice rule of law independence of the judiciary Unicameral Bicameral legislatures and their features Explain the merits and demerits of the legislatures 				government

	functions of arms					
	of government and					
	actual practice					
	2.6 Explain the					
	concept of the rule					
	of law					
	2.7 Examine the					
	independence of					
	the judiciary					
	2.8 Explain					
	Unicameral and					
	Bicameral					
	legislatures and					
	their features					
	2.9 State the merits					
	and demerits of					
	the legislatures in					
	2.8 above					
General	Objectives: 3.0 Identify di	ifferent forms and syste	ems of governme	nt	I	
5-6	3.1 Explain the features	Explain various	Information			Distinguish
	of modern	systems of	materials,			between
	democracy e.g.	government:	Internet			parliamentary
	• presidential,	Presidential,	Instructional			system and
	• Parliamentary	parliamentary,	materials			

6	etc.		Diagram		presidential system
			Charts		of government
3.2 Iden	tify totalitarian	Explain totalitarian			
form	n of	form of government			
gover	rnment and its	and its features			State the
featur	res				characteristics of
		Explain the			Unitary and
3.3 Dif	ferentiate	difference between			Federal system of
bety	ween Unitary	unitary and federal			government
and	federal systems	systems of			
of ge	overnment	government			
		Explain monarchy,			
		feudalism,			
3.4 Defin	ne monarchy,	communalism,			
feuda	alism,oligarchy	socialism,			
and o	other forms of	communism,			
gover	rnment such as:	capitalism, etc.			
• c	ommunalism,				
• s	ocialism,				
• c	ommunism,				
• c	apitalism, etc				

General	Objectives 4.0: Apprecia	te constitutions and th	eir features	
7-8	4.1 Define constitution	Explain the various	Information	Write out the
	4.2 Identify the various	features of	materials.	advantages and
	types of constitution 4.3 Examine the features of each types of constitution 4.4 Distinguish between written and unwritten constitution 4.5 Explain the advantages of written and unwritten	constitutions Explain the differences between written and unwritten constitution Explain the advantages of written and unwritten	Internet Instructional materials Diagram Charts	disadvantages of written and unwritten constitution.
	constitution	constitution		
General	Objectives: 5.0 Appreciat		ectoral systems	
9-10	5.1 Define political	Explain party	Information	Distinguish
	party	system and electoral	materials	between pressure
	5.2 Explain the different types of	system political party	Internet	group and interest group in Nigeria
	party system (one			

party, two party,	party system (one	Instructional		with relevant
multi-party, zero	party, two party,	materials		examples
party etc.	multi-party, zero	Diagram		
5.3 Explain the roles of	party etc.	Charts		
a political party				
5.4 Define pressure	Explain the roles of			
group	a political party,			
5.5 Explain the forms	pressure group			
of pressure and				
interest groups	Explain franchise			
5.6 Differentiate	the forms of			
between political	franchise (limited			
party, pressure and	and Unlimited)			
interest groups				
5.7 Explain the				
meaning of				
electoral system				
5.8 State the types of				
electoral system				
(proportional party				
etc.				
5.9 Explain the features				
of an electoral				
system				

	5.10 Define franchise5.11 Explain the forms of franchise					
	(limited and Unlimited)					
General 11-12	Objectives: 6.0 Appreciate 6.1 Explain the authority structures of the pre-colonial Nigerian society e.g. Edo, Hausa/Fulani, Kanuri, Yoruba, Igbo, Tiv with emphasis on the authority structure e.g. centralized non-centralized. 6.2 Explain the importance of these structures in the political	e the pre-colonial and c Explain pre-colonial and colonial systems of government in Edo, Hausa/Fulani, Kanuri, Yoruba, Igbo, and Tiv with emphasis on the authority structure e.g. centralized and non-centralized. Outline factors that determine the factors responsible for colonial domination in Nigeria	information materials, pictorial presentation, Internet Diagram Charts Library materials etc	f governance in Niger	ia.	Explain the impact of colonial domination in Nigeria Discuss the pre- colonial centralized and decentralization of system of government in Nigeria

organization of the		
pre-colonial		
societies		
6.3 Mention the		
factors responsible		
for colonial		
domination in		
Nigeria		
6.4 Explain the		
colonial structure		
of administration		
in Nigeria e.g.		
• indirect rule,		
• personnel		
recruitment, etc		
6.5 Explain the nature		
of the colonial		
economy in		
Nigeria		
6.6 Explain the impact		
of the colonial		
economy on the		
Nigeria society		
6.7 Explain the general		

	impact of colonia	ıl			
	domination in				
	Nigeria.				
General	Objectives: 7.0 Apprec	tiate the role of military in	Governance		
1-6	7.1 Define military	Explain the	Information		Evaluate the
	rule and	intervention of	materials		implication of
	distinguish	military rule in	Internet		military
	between military	Nigeria.	Diagram		intervention in
	and civil rule.	Explain factors	Charts		Nigeria politics
	7.2 Identify the facto		Library		
	that responsible	military intervention	materials etc.		
	for military	and the performance	materials etc.		
	intervention	of the military in			
	7.3 Evaluate the				
	performance of the	he politics			
	military in politic	Explain the			
	7.4 Explain the	historical account of			
	historical accoun	the involvement of			
	of the involveme	the military in			
	of the military in	Nigeria politics,			
	-	Explain different			
	Nigeria politics	style of military			
		administration. in			

	7.5 Describe the different style of military administration in Nigeria.	Nigeria			
General 1-6	 7.6 Explain the consequences of military intervention in Nigerian politics Objectives: 8.0 Appreciat 8.1 Explain the different constitutional changes that took place in Nigeria from 1922 to 1963 from 1979 to date. 8.2 Explain the nature of the 	Explain the consequences of military intervention in Nigerian politics e the constitutional dev Explain the constitutional development in Nigeria: • from 1922 to 1963 • from 1979 to date. Explain independence	elopment in Nige Information materials Internet Diagram Charts Library materials Nigerian Constitutions etc.	eria	Discuss the essential features of 1960 and 1999 constitutions
	independence				

	constitution of	constitution of
	1960	1960.
8.3	Explain the	
	collapse of the	Explain collapse of
	first, second, third	the first, second,
	and fourth	third and fourth
	republic	republic.
8.4	Mention the	
	background of the	
	1979 and 1999	
	constitution	
8.5	Explain the	
	provisions of the	
	constitution as in	
	8.4 above	
	regarding the	
	concept of	
	citizenship,	
	fundamental	
	human right and	
	party system in	
	Nigeria	

Genera	al Objectives: 9.0 Know the	nature of International	Organizations		
1-6	9.1 List the most	Explain the various	Information		Discuss the
	prominent	international	materials,		contributions of
	international	organizations, and	pictorials,		AU in the
	organizations e.g.	the contributions of	multimedia		political
	• UN,	the organizations in	projector,		development of
	• Commonwealth	9.1 above to the	Internet,		Nigeria.
	of Nations,	political	Instructional		
	• AU (African	development of	materials		
	Union),	Nigeria.	Diagram		
	• ECOWAS,		Charts etc.		
	• EU,				
	• Aligned				
	movement etc.				
	9.2 Explain the roles of				
	the organization in				
	9.1 above				
	9.3 Examine the contributions of the organizations in 9.1				
	above to the				
	political				
	development of				
	Nigeria.				

Programme: National Diploma in Public Administrat	ion					
Course: Introduction to Community Development	Code: PAD 114	Credit Unit: 3				
	Credit Hour: 3 Hours	Theoretical: 3 Hours				
Year: 1 Semester: I	Pre-requisite:	Practical: 0 Hour				
Goal: This course is designed to introduce students to the	e various methods, approaches and strat	egies of community development and				
mobilization of communities for self-development.						
General Objectives: On the completion of the course, st	udents should be able to:					
 1.0 Know the basic concepts in community development 2.0 Understand the role of community development in na 3.0 Comprehend the basic principles and philosophies of 4.0 Know the roles of community development workers 5.0 Comprehend community development strategies in N 	tional development community development					
6.0 Know how to evaluate and manage community development projects						

Progra	mme: National Diploma in Pu	blic Administration				
Course	: Introduction to Community	Development	Code: PAD) 114	Credit H	our: 3
			Credit Hou	ir: 3 Hours	Theoretic	cal: 3 Hours
Year: 1	Semester: I		Pre-requis	ite:	Practical	: 0 Hour
mobiliz	This course is designed to introduce ation of communities for self-de I Objective: 1.0 Know the basic	velopment.			s of communit	y development and
Utiltia	Theoretical Content		y development	Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Evaluation
1-2	 1.1 Define community and community development 1.2 Explain the scope of community development 1.3 Explain the following concepts: Felt-need Directive approach Non-directive approach Integrated approach Team approach Matching-grant approach 	Explain the basic concepts in community development • Felt-need • Directive approach • Non-directive approach • Integrated approach • Team approach • Team	Information materials, pictorials, multimedia projector, Internet, Diagram Charts etc.			Discuss any four of the community development concepts.

	• Project and	grant				
	programme.	approach				
		• Project and				
		programme.				
Genera	al Objectives: 2.0 Understand th	le role of community d	levelopment in na	ational development	I	
3-4	2.1 Define the various	Explain the roles	Information			Write out the
	concepts of development	played by the	materials,			contributions of
	2.2 Define development as a	community	pictorial,			UNESCO
	holistic and normative	development in	multimedia			towards
	phenomenon involving	nation's building.				community
	everybody in the nation					development in
	2.3 Explain the importance of	Outline the				Nigeria
	UNESCO's involvement	importance of				
	in community	UNESCO's				
	development	involvement in				
	2.4 Explain community	community				
	development as a socio-	development,				
	economic and political	Community and				
	programme	the contributions of				
	2.5 Explain the contributions	community				
	of community	development to				
	development to social	social overheads				
	overheads like hospitals,	like hospitals,				
	schools, water supply,	schools, water				

etc.	supply, etc.				
General objectives: 3.0 Comprehend the	e basic principles and	philosophies of c	community developme	ent	•
 5-6 3.1 Explain the principles of felt-need 3.2 Explain the principles of democracy and community work 3.3 Explain the concept of interpersonal relationship 3.4 Explain the concept of the spirit of community work 3.5 Explain the limitations of the government in providing the needs for the people 3.6 Explain the benefits gained from personal/group achievement that could lead to embarking on more projects 		philosophies of c Information materials, pictorials, multimedia projector, Internet, Instructional materials Diagram Charts etc.	community developme	ent	Outline the limitation of government in providing the needs of community in Nigeria.

		Explain the benefits			
		gained from			
		personal/group			
Genera	al Objectives 4.0: Know the role	es of community deve	lopment worker	'S	
7-8	4.1 Define community	Explain the roles of	Information		Discuss roles
	development worker	community workers	materials,		played by
	4.2 Explain the role of the	in enhancing	pictorials,		community
	community development	community	multimedia		workers in
	worker as a guide and as a	development	projector,		guiding
	social therapist, etc.	Examine the	Internet,		community
	4.3 Assess the skill of the	qualities of	Instructional		members as a
	community development	community	materials		social therapist.
	worker with particular	development	Diagram		
	reference to:	workers in	Charts etc.		
	• Surveying	Surveying			
	• Planning	Planning, Directing			
	• Directing	Organizing and			
	Organizing	Spatial organization			
	• Spatial organization	Explain the			
	4.4 Explain the qualities of the	qualities of the			
	community development	community			
	worker with particular	development			
	reference to:	worker with			

	• Agreement to people's	particular reference				
	beliefs	to:				
	• A moral force	Agreement to				
	• Respect	people's beliefs				
	• Courtesy	and moral force				
Genera	l Objectives 5.0 : Comprehend	community develop	ment strategies i	n Nigeria	I	I
9-10	5.1 Examine the role of the	Explain the various	Information			Discuss the
	Federal, State, and Local	community	materials,			impact of NYSC
	Governments in	development	pictures,			towards
	community development	strategies in	pictorials,			community
	in relation to matching-	Nigeria.	multimedia			development.
	grant 5.2 Explain the role of age- grade in community development	Explain the role of age-grade in community development				
	 5.3 Explain the roles of the Federal government in providing social welfare schemes: N-Power, Trade money, S- Power, 	Explain the roles of the Federal government in providing social welfare schemes (N-Power, Trade money, S- Power,				

	• Anchor borrower,	Anchor borrower,			
		etc) in community			
	etc) in community	•			
	development	development,			
	5.4 Examine the roles of	Explain the roles			
	Federal and State	of Federal and State			
	government in	government in			
	community development	community			
	in relation to the	development in			
	integrated approach	relation to the			
	5.5 Explain the role of	integrated approach			
	NYSC in community	and the role of			
	development.	NYSC in			
		community			
		development			
General	l Objectives: 6.0: Know how to	evaluate and manage	community devel	opment projects	
11-12	6.1 Explain the concepts of	Explain the	Information		Explain the
	evaluation and	evaluation and	materials,		relevance of
	management	management of	multimedia.		project appraisal
	6.2 Explain the concept of	community			to community
	project appraisal with	development			development
	particular reference to:	projects.			projects in
	• The managerial	• The managerial			Nigeria.
	aspect	• The manageman aspect			

The financial aspect	The financial
• The technical aspect	aspect
• The organizational	• The technical
aspect	aspect
6.3 Explain the concept of	• The
evaluation as a	organizational
continuous part of a	aspect
project circle	

PUBLIC ADMINISTRATION

ND I

SECOND SEMESTER COURSES

Course: Nigerian Government and Politics I	Code: PAD 121	Credit Unit: 3					
	Credit Hour: 3	Theoretical: 3 Hours					
Year: 1 Semester: II	Pre-requisite:	Practical: 0 Hour					
Goal: This course is designed to acquaint students with the dynamics of politics and governance of the Nigerian Nation from pre- colonial to First Republic							
General Objectives: On the completion of the course, students should be able to:							
General Objectives: On the completion of the com-	urse, students should be able to:						
General Objectives: On the completion of the con 1.0 Appreciate the difference between politics and							
	governance						
1.0 Appreciate the difference between politics and	governance the advent of colonialisms.						
1.0 Appreciate the difference between politics and2.0 Appreciate the pre-colonial governance before	governance the advent of colonialisms. al rule						

<u> </u>	mme: National Diploma in			1	Canadia Harra	2	
Course	e: Nigerian Government an	a Policies I	Code: PAD 12		Credit Hour: 3		
Year: 1 Semester: II			Credit Hour: 3		Theoretical: 3 Hours		
	Semester: IIPre-requisite:Practical: 0 HourThis course is designed to acquaint students with the dynamics of politics and governance of the Nigerian Nation f						
	onial to First Republic	quaint students with	the dynamics o	f politics and governar	nce of the Niger	ian Nation from	
	al Objective: 1.0 Appreciate	the difference betwe	en politics and	governance			
	Theoretical Content		en ponties une	Practical Content			
Week		Teacher's	Resources	Specific Learning	Teacher's	Evaluation	
	Outcomes	Activities		Outcomes	Activities		
1-2	1.1 Define politics	Explain the	Information			Examine	
	1.2 Explain the difference	differences	materials			politics and	
	between politics and	between politics				government in	
	governance	and government				Nigeria	
Genera	al Objective: 2.0 Appreciate	the pre-colonial gov	ernance before	the advent of colonial	isms.		
3-4	2.1 Explain the patterns	Explain the	Information			Distinguish	
	of traditional political	traditional	materials,			between	
	system in Nigeria	political system in	pictorials.			Northern and	
	before colonialism	Nigeria				Southern	
	2.2 Examine politics and					political	
	governance in					systems in	
	Northern Nigeria					Nigeria	
	before colonialism						
	2.3 Examine politics and						

	governance in				
	Southern Nigeria				
	before the advent of				
	colonialism				
Gene	ral Objectives: 3.0 Know ho	w Nigeria was gover	med under colo	nial rule	
5-6	3.1 Define colonialism	Explain the	Information		Examine the
	3.2 Explain direct rule	activities of	materials,		essential
	3.3 Explain indirect rule	colonialists in	pictures,		features of
	3.4 Explain the	Nigeria	pictorials,		direct and
	economic policies of		multimedia		indirect rules
	the colonialists				during the
	3.5 Explain the politics				colonial era in
	of the colonialists				Nigeria.
Gene	ral Objectives: 4.0 Understa	nd the Nigeria's nati	onalists strugg	les for independence	
7-8	4.1 Identify factors that	Discuss	Information		Outline the
	influenced the	nationalist's	materials,		contributions of
	emergence of	struggles in	pictures,		1922 to 1960
	nationalism in	achieving	pictorials,		constitutional
	Nigeria	independence for	multimedia		development
	4.2 State the roles of	Nigeria.			
	Nigeria's				
	constitutional				
	developments in the				

	struggle for				
	independence.				
	4.3 State the roles of				
	nationalists leading				
	to Nigeria's				
	independence				
Gener	ral Objective: 5.0 Understan	d political governan	ce in Nigeria's	First Republic	
9-10	5.1 Examine the	Discuss Nigeria's	Information		Outline basic
	governance of	government	materials		provisions of
	Nigeria	administration			the 1960 to
	under the 1960	from 1960 to			1963
	independence	1963			constitution in
	constitution				Nigeria.
	5.2 Explain the basic				Outline the
	provisions of the				challenges of
	1963 Republican				multi-parties
	Constitution				systems leading
	5.3 Explain Nigeria's				to the collapse
	multi-party system in				of the first
	the first republic				republic in
	5.4 Examine the				Nigeria.
	problems leading to				J
	the collapse of the				
	First Republic				

Programme: National Diploma in Public Administration						
Course: Ecology of AdministrationCode: PAD 122Credit Unit: 2						
	Credit Hour: 2	Theoretical: 2 Hours				
Year: 1 Semester: II	Pre-requisite	Practical: 0 Hour				

Goal: This course is designed to expose students to the major elements of environmental factors relevant to the understanding of Public Administration in Nigeria.

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

- 1.0 Understand the concepts of ecology of administration
- 2.0 Identify the impacts of social systems on Public Administration
- 3.0 Know the administrative structures of the pre-colonial Nigerian societies
- 4.0 Understand the administrative structures under colonialism in Nigeria
- 5.0 Know the nature of the Nigerian Civil Service
- 6.0 Understand the environmental problems affecting the Nigerian public administration

	nme: National Diploma in Ecology of Public Admini		Code: PAD 12	2	Credit Unit:	2	
			Credit Hour: 2		Theoretical: 3 Hours		
Year: 1	Semester: II		Pre-requisite:		Practical: 0 Hour		
	his course is designed to exp dministration in Nigeria.	oose students to the maj	or elements of	environmental factors	s relevant to the	e understanding of	
General	Objective: 1.0 Understand	the concepts of ecolog	y of administra	tion			
	Theoretical Content		T	Practical Content	T	1	
Week	Specific Learning	Teacher's	Resources	Specific Learning	Teacher's	Evaluation	
	Outcomes	Activities		Outcomes	Activities		
1-2	1.1 Define ecology of	Explain the various	Information			Explain ecology	
	administration	components of	materials,			of administration	
	1.2 Explain the various	environmental	pictures,			and its	
	components of the	factors as its affects	pictorials,			components as i	
	environment of	administrative	multimedia			affects the	
	administration e.g.	practice in Nigeria.				practice of	
	social, political,					administration.	
	economic, etc						

Genera	l Objectives: 2.0 Identify the	impacts of social sys	stems on public add	ministration	
3-4	2.1 Describe the	Discuss the impact	Text Books,		Explain the
	relationship between	of social systems	Demonstrati		effects of socio-
	socio-cultural,	on public	on,		cultural,
	economic, and	administration	Diagram		economic and
	political systems i.e.		2		political systems
	the systems approach				as they affect the
	2.2 Describe the effects				practice of
	of social system on				administration in
	administration				Nigeria.
Genera	l Objectives 3.0: Know the a	dministrative struc	tures of the pre-c	olonial Nigerian soci	ieties
5-6	3.1 Explain the social,	Explain the	Information		Analysis the
	economic, and	administrative	materials,		effectiveness of
	political organization	governance in	pictures,		pre-colonial
	of the pre-colonial	pre-colonial	pictorials,		administration in
	administration	administration in	multimedia		each of the
	3.2 Describe the	Nigeria.			Nigerian society.
	administrative				
	structures of the pre-				
	colonial				
	administration.				
	3.3 Explain the				
	legislative, executive,				

	and judicial functions				
	in pre-colonial				
	administration.				
General	Objectives: 4.0 Understand	the administrative st	tructures under co	olonialism in Nigeria	
7-8	4.1 Explain the process	Discuss the	Information		Analysis the
	of colonialism in	various	materials.		effectiveness of
	Nigeria.	administrative	indertais.		indirect rule on
	4.2 Explain the colonial	of colonialism			the performance
	policy of indirect	and the process			of colonial
	rule.	of			government.
	4.3 Explain the	decolonization			
	administrative	in Nigeria.			
	structures under				
	colonial rule.				
	4.4 Explain the impact of				
	constitutional				
	development under				
	colonial				
	administration.				
	4.5 Explain the process				
	of decolonization in				
	Nigeria.				

9-10	5.1 Define the term Civil	Discuss the	Information		Analysis the
	Service	nature and	materials,		problems
	5.2 Explain the	historical	pictures,		affecting civil
	characteristics and	development of	pictorials,		service in
	functions of Nigerian	civil service in	multimedia		Nigeria.
	civil service.	Nigeria.			
	 5.3 Explain the structure of civil service. 5.4 Describe the historical development of the Nigerian civil service. 5.5 Outline the problems affecting the civil service. e.g Corruption, nepotism, lack of ethics, etc 5.6 Explain the 1976 local government reforms 	Explain the structure of civil service. Describe the historical development of the Nigerian civil service. Outline the problems affecting the civil service. e.g Corruption, nepotism, lack of ethics and			

		the 1976 local				
		government				
		reforms				
Conoro	l Objective: 6.0 Understand t	ha anvironmental pr	chlams affacting	the Nigerian public s	dministration	
	-		-			
11-12	6.1 Outline the impact of	Explain the	Information			Discuss the
	socio-cultural crises.	various internal	materials,			impact of
	6.2 Outline the impacts of	and external	pictures,			technology on
	political	influences on	pictorials,			the development
	developments and	administrative	multimedia			of public
	crises on	performance in				administration.
	administration	Nigeria.				
	6.3 Outline the impacts of					
	military in politics on					
	administration					
	6.4 Outline the influences					
	of international					
	organizations e.g. AU,					
	ECOWAS, UN, IMF,					
	advance developed					
	countries, etc					
	6.5 Outline the impacts of					
	education,					
	technology, etc on					
	administration					

Programme: National Diploma in Public Administration									
Course: Adn	ninistrative Behavior	Code: PAD 123	Credit Unit: 3						
		Credit Hour: 3	Theoretical: 3 Hours						
Year: 1	Semester: II	Pre-requisite:	Practical: 0 Hours						
Goal: This course is designed to enable students understand the influence of administrative behavior on service delivery in									
Nigeria									
General Obj	ectives: On the completion of the	ne course, students should be able to:							
1.0 Appreciat	te the concept of Public Admini	stration and Administrative behavior;							
2.0 Comprehe	end what an Administrative Scie	ence is;							
3.0 Understar	nd the problems affecting Admin	nistrative control							
4.0 Appreciat	te how administrative behavior i	nfluences decision making in Nigeria public	service;						
5.0 Appreciat	te factors responsible for Admin	istrative failure in Nigeria public service;							
6.0 Understar	6.0 Understand the principles of Rationality for the study of administrative behavior;								
7.0 Know the	7.0 Know the Psychology of Administrative Decisions;								
8.0 Understar	nd Administrative conflicts in se	prvice delivery in Nigeria;							

Progra	mme: National Diploma in Pub	lic Administration				
Course: Administrative Behavior			Code: PAD 123		Credit Unit: 3	
			Credit Hour:	: 3	Theoretical:	3 Hours
Year: 1	Semester: II		Pre-requisite		Practical: () Hours
Goal: 7	This course is designed to enable	students understand the	he influence of	administrative behavio	or on service de	livery in Nigeria
Genera	l Objective: 1.0 Appreciate the	concept of Public Ad	ministration an	d Administrative beha	vior	
	Theoretical Content			Practical Content		
Week	Specific Learning Outcomes	Teacher's	Resources	Specific Learning	Teacher's	Evaluation
		Activities		Outcomes	Activities	
1-2	1.1 Define Public	Explain the	Information			Describe the
	Administration	conceptual	materials,			evolution of
	1.2 Define the concept	definition of	pictures,			administrative
	Administrative Behavior	public	pictorials,			behavior.
	1.3 Explain the scope of	administration and	multimedia.			
	Administrative behavior	administrative				
	1.4 Describe the evolution of	behavior.				
	Administrative Behavior					
Genera	I Objective: 2.0 Comprehend wh	nat an Administrative	Science is			
3-4	2.1 Explain the contribution	Explain	Information			Explain the
	of Herbert A. Simon to	administrative	materials,			relevance of any
	the development of	behavior in	pictures,			two models in
	Administrative Behavior	relation to	pictorials,			decision making.
		decision making	multimedia			

	2.2 Appreciate the	in Nigeria public	Decision		
	importance of decision	service.	Tree		
	making				
	 2.3 Explain models/approaches of decision making: 2.4 Differentiate among the models/approaches in 2.3 above 2.5 Explain the Rational approach in decision making 	Explain the importance of decision making - model/approaches Explain the Rational approach in decision			
		making			
General	Objective: 3.0 Understand the	problems affecting A	dministrative co	ontrol;	
5-6	3.1 Identify factors	Explain factors	Information		Outline the
	responsible for	that are	materials,		factors that
	administrative failure in	responsible for	pictures,		hinder
	an organization	administrative	pictorials,		Administrative
	3.2 Explain how the factors	failure, factors	multimedia		efficiency in
	identified in 3.1 above	responsible for			Nigerian public
	affect workers behavior	administrative			sector.
	in Nigeria	failure in an			
	3.3 Proffer solutions that will	organization			
	remedy the problems	Proffer solutions			

		4 4 11 1				
	identified in 3.1 above	that will remedy				
		the problems				
		identified in 3.1				
		above				
		Explain how the				
	3.4 Explain how the attitude	attitude of a leader				
	of a leader affect	affect				
	organization's targeted	organization's				
	goals	targeted goals				
General	Objective: 4.0 Appreciate how	administrative behav	ior influences d	l lecision making in Nig	eria public servi	ce
7-8	4.1 Describe the rationale	Explain the	Information			Analysis the
	for the study of	rationality/	materials,			effect of the
	Administrative Behavior	principles in	pictures,			rational/
		comprehending	pictorials,			principles of
	4.2 Explain the following	Administrative	multimedia			Administrative
	Rational/principles of	behavior				behavior in the
	Administrative Behavior					advancement of
	• Objectivities					public
	• Subjectivities					administration.
	Consciously					
	• Deliberately					
	Organizationally Demonstrationally					
	• Personally					
L			1			

Genera	l Objective: 5.0 Appreciate fac	ctors responsible for .	Administrative	failure in Nigeria public	service	
9-10	 5.1 Discuss purposive behavior in individuals 5.2 Discuss the Integration of Behavior 5.3 Examine the influence of 5.1 and 5.2 on the current practice of Nigerian Government and Administration. 	Explain purposive and integration behavior.	Information materials, pictures, pictorials, multimedia			Distinguish between purposive and integration behavior
Genera	l Objective: 6.0 Understand th	e principles of Ration	nality for the stu	dy of administrative beh	avior	L
11-12	 6.1 Define the concepts of Administrative Science; 6.2 Describe Max Weber's democratic models as its affects administrative behaviour in public Organization. 6.3 Explain the contribution of administrative science school in 	Explain the conceptual meaning of Administrative science.	Information materials, pictures, pictorials, multimedia			Discuss the concepts of administrative science.

	influencing rational				
	behavior in the				
	Nigerian public				
	services.				
Genera	l Objective: 7.0 Know the Psy	chology of Administ	rative Decisions	5;	I
13-14	7.1 Explain types of	Explain types,	Information		Discuss effects
	Administrative control.	methods and	materials,		of administrative
	7.2 State the qualities of	qualities of	pictures,		control in public
	good control measures	administrative	pictorials,		service delivery.
	in the Nigerian public service	controls.	multimedia		
	7.3 Explain methods of				
	Administrative control.				
Genera	I Objectives: 8.0 Understand A	Administrative confli	cts in service de	livery in Nigeria	
15-16	8.1 Define Administrative	Explain how	Information		Discuss factors
	Conflict.	administrative	materials		influencing
	8.2 Explain the major types	behavior			administrative
	of Administrative	influences			conflicts in
	conflict.	administrative			government
	8.3 Explain the factors that	conflicts in public			organization.
	necessitate conflict in	sector			
	public sector organization.	organization			
	8.4 Describe possible ways	conflict, types and			
	of managing	factors			
	Administrative conflict.				

Course: International Organization & Institutions	Code: PAD 124	Credit Unit: 2
	Credit Hour: 2 Hours	Theoretical: 2 Hours
Year: 1 Semester: II	Pre-requisite:	Practical: 0 Hour
Goal: This course is designed to acquaint students with t Institutions	he objectives and a broad overvi	ew of the International Organizations and
General Objectives: On the completion of the course, st	udents should be able to:	
1.0: Know the key conceptual issues in international orga	nizations and institutions;	
2.0: Understand the meaning, scope, characteristics and	Theories of International Organiz	zations;
3.0 Appreciate the background of the United Nations and	l its roles;	
4.0 Appreciate the origin and functions of International F	inancial Organizations.	
5.0 Understand the Common Wealth of Nations;		
6.0 Appreciate the meaning and Origin of European Unio	on (EU), WTO, UNESCO etc.;	
7.0 Understand African Union (AU) and its Challenges;		
8.0 Appreciate the Economic Community of West Africa		11

•

Program	nme: National Diploma in Pu	ublic Administration	n				
Course:	International Organization	& Institutions	Code: 124		Credit Ho	our: 2	
			Credit Hou	ur: 2 Hours	Theoretic	al: 2 Hours	
Year: 1			Pre-requis		Practical:		
Goal: T	his course is designed to acqua	int students with the	objectives and a	broad overview of the l	International O	rganizations and	
Institutio							
General	Objective: 1.0 Know the key	conceptual issues in	International Or				
	Theoretical Content			Practical Content			
Week	Specific Learning	Teacher's	Resources	Specific Learning	Teacher's	Evaluation	
	Outcomes	Activities		Outcomes	Activities		
1-2	 1.1 Explain the following concepts: Block Diplomacy Collective Security Treaty Alliance Pact Balance of Power Game Theory National Interest International Polities Public International Union The International System 	Discuss the various concepts of international organization as listed in column one.	Information materials, pictures, pictorials, multimedia			Explain any three concepts of international organization	

3-4	2.1Define International	Discuss the	Information	E	Explain the
	Organizations	structure organs	materials,		contending
	2.2 Explain the	and principles	pictures,		theories of
	Characteristics of International	and the	pictorials,		International
	Organizations	contending	multimedia		Organization
	2.3 Discuss the	theories			
	Contending Theories of	international			
	International Organizations	organizations			
	2.4 State the types of International Organizations				
	2.5 Explain the Competence of International Organizations				
	2.6 Discuss the structure of International Organization as exercised				
	2.7 Outline the organs of International Organizations				
	2.8 Discuss exceptions to				
	the principles of International				
	Organizations				

	2.9 Analyze financing of International Organization				
	Objective: 3.0 Appreciate the	-		d its Roles.	
5-6	3.1 Explain the historical	Explain the	Information		Highlight the
	background of the	evolution and role	materials,		criticisms of UN
	United Nations (U.N)	of U.N	pictures,		diplomacy
	3.2 Explain the principles		pictorials,		
	of the U.N		multimedia		
	3.3 Explain the aims and				
	objectives of the U.N				
	3.4 State Membership				
	Organization of the				
	U.N				
	3.5 Explain veto power of				
	new states in the United				
	Nations.				
	3.6 Describe the roles of				
	New States in the				
	United Nations.				
	3.7 Explain Structural				
	Transformation of the				
	UN Since 1946				

	3.8 Explain Some United					
	Nations Specialized					
	Agencies					
	3.9 Discuss the Problems of					
	the UN					
	3.10 Examine the					
	Criticisms of UN					
	Diplomacy					
General	Objectives: 4.0 Appreciate th	e origin and function	s of International	Financial Organization	18	
7-8	4.1 Explain the origin of	Discuss the origin	Information	_		Explain the
	IMF and World Bank	and functions of	materials,			implications of
	4.2 Discuss Functions of	IMF and world	pictures,			taking IMF laon
	IMF and World Bank	bank	pictorials,			by developing
	4.3 Explain the resources		multimedia			countries
	and administrative					
	organ of IMF					
	4.4 Describe Veto					
	Power/Decision					
	Making Process					
	4.5 Analyze the					
	conditions/conditional					
	ties for Assisting					
	Member Countries					

	4.6 Describe the					
	implications of taking					
	IMF loans in Third					
	World Countries					
	4.7 Explain the objectives					
	and contribution of					
	ADB to the					
	development African					
	economics					
Genera	I Objective: 5.0 Understand the	e Commonwealth of	Nations.	1	1	1
9-10	5.1 Define the term	Discuss the origin	Information			Outline the
	Commonwealth	and achievements	materials,			contending
	5.2 State the origin and	of commonwealth	pictures,			problems of
	background of the		pictorials,			Commonwealth of
	Commonwealth		multimedia			Nations.
	5.3 State membership of					
	the Commonwealth					
	5.4 Explain the structure					
	of the Commonwealth					
	5.5 Discuss the					
	justification for					
	Nigeria membership of					
	the Commonwealth					

	5.6 Appraise the					
	shortcomings of the					
	Commonwealth					
	5.7 Discuss the					
	achievements of the					
	Commonwealth					
	5.8 Explain the problems					
	of the Commonwealth					
General	Objective: 6.0 Appreciate the	e Meaning and Origin	of European Unio	on (EU), WTO, UNES	CO	
11-12	6.1 Define EU and state	Discuss the origin	Information			Outline the
	its origin	of EU	materials,			constitutional
	6.2 State members states		pictures,			functions of the
	of the EU		pictorials,			EU
	6.3 Explain Political and		multimedia			
	constitutional					
	functions EU					
	6.4 Assess the objectives					
	of EU, WTO,					
	UNESCO, UNIDO,					
	WHO etc.					
	6.5 Assess humanitarian					
	aid of 6.2 above to					
	developing nations					

	economy, and their					
	environmental policy					
	Objectives 7.0 : Understand			ges		
13-14	7.1 Explain the origin	Discuss the	Information			Critically discuss
	of AU	objectives and	materials,			the achievements
	7.2 Discuss objectives	challenges of	pictures,			and challenges of
	of African Union	African Union	pictorials,			African union
	7.3 Explain the arms of		multimedia			
	African Union and					
	the implementation					
	of the goals of the					
	Sustainable					
	Development Goal					
	(SDG)					
	7.4 Explain African					
	Union and the					
	Millennium					
	Development Goals					
	7.5 Describe Challenges					
	of African Union					
General	Objective: 8.0 Appreciate the	e Economic Commun	nity of West Africa	an States (ECOWAS)	and its challeng	es
15-16	8.1 Explain the origin of	Discuss the origin	Information			Suggest solutions
	ECOWAS	of ECOWAS and	materials,			to the problems
		outline its	pictures,			militating against

8.2 Outline the aims and	objectives and	pictorials,		Smooth Runnin
objectives of	achievements.	multimedia		of ECOWAS
ECOWAS 8.3 List out the institutions of the	Explain problems militating against			
ECOWAS 8.4 State the achievement	the smooth running of the Organization and			
of the Organization	its prospects.			
8.5 Explain problems militating against the				
smooth running of the Organization and				
identify its prospects.				

Course: Non	-Governmental Organizations	Code: PAD 125	Credit Unit: 2				
		Credit Hour: 2 Hours	Theoretical: 2 Hours				
Year: 1	Semester: II	Pre-requisite:	Practical: 0 Hour				
Goal: This co developing na	6 6	the knowledge of Non-Governme	ental Organization (NGOs) in developed and				
General Objectives: On the completion of the course, students should be able to:							
General Obj	cenves. On the completion of the	e course, students should be able to	0:				
Ū		Governmental Organizations (NG					
1.0 Appreciat	e the concept and scope of Non-		Os);				
 1.0 Appreciat 2.0 Appreciat 	e the concept and scope of Non-	Governmental Organizations (NGO	Os);				
 1.0 Appreciat 2.0 Appreciat 3.0 Appreciat 	e the concept and scope of Non- e the evolutionary process of Nor e networking of Non-Governmer	Governmental Organizations (NGO	Os); GOs);				
 1.0 Appreciat 2.0 Appreciat 3.0 Appreciat 4.0 Appreciat 	e the concept and scope of Non- e the evolutionary process of Nor e networking of Non-Governmer e administration and managemen	Governmental Organizations (NG n-governmental organizations (NG ntal Organizations;	Os); GOs); tions (NGOs);				
 1.0 Appreciat 2.0 Appreciat 3.0 Appreciat 4.0 Appreciat 5.0 Appreciat 	e the concept and scope of Non- e the evolutionary process of Nor e networking of Non-Governmer e administration and managemen e Non-Governmental Organizatio	Governmental Organizations (NG n-governmental organizations (NG ntal Organizations; t of Non-Governmental Organizat	Os); GOs); tions (NGOs); t tools;				

Course:	Non-Governmental Organi	Public Administration izations	Code: PAD	125	Credit Unit:	2
	and a second and a second a s		Credit Hour		Theoretical:	2 Hours
Year: 1	Semester: II		Pre-requisit	e:	Practical: () Hour
Goal: T	his course is designed to give	students the knowledge	e of Non-Gove	rnmental Organization	(NGOs) in dev	eloped and
-	ing nations					
	* *		of Non-Governmental Organizations (NGOs)			
Week	Specific Learning	Teacher's	Resources	Specific Learning	Teacher's	Evaluation
	Outcomes	Activities		Outcomes	Activities	
1-2	1.1 Define NGOs	Explain the	Information			Outline the
	1.2 Explain the scope of	conceptual	materials,			operational
	NGOs	understanding of	pictures,			advantages of
	1.3 Explain classification	NGOs, its	pictorials,			NGOs
	of NGOs	characteristics, its	multimedia			
	1.4 Explain the	operational				
	characteristics of	advantages and				
	NGOs	disadvantages.				
	1.5 Examine the					
	operational					
	advantages and					
	disadvantages of					
	NGOs					
General	Objectives 2.0: Appreciate	the evolutionary proc	ess of Non-Go	vernmental Organiza	ations (NGOs)	1
3-4	2.1 Describe the	Explain the reasons	Information			Discuss the origin
	evolutional process of	for the emergence of	materials,			of NGOs and the

	NGOs	NGOs, the pattern of	pictures,			patens of its
	2.2 Explain reasons for	NGOs operational	pictorials,			operational
	emergence of NGO	activities and ways	multimedia			activities.
	2.3 Explain the pattern of	of promoting the				
	NGOs operational	collaboration of				
	activities	NGOs				
	2.4 Explain ways of					
	promoting the					
	collaboration of					
	NGOs					
General	Dbjective: 3.0: Appreciate ne	tworking of Non-Gove	rnmental Orga	nizations (NGOs)		
5-6	3.1 Define NGO and its	Discuss networking	Information			Explain the
	network	of NGOs operational	materials,			necessary criteria
	3.2 Explain the qualities	activities.	pictures,			for effective
	of a good NGO		pictorials,			networking of
	3.3 State the pre-requisite		multimedia			NGOs
	for effective					
	networking of NGOs					
General	Objectives: 4.0 Appreciate t	the administration and n	nanagement of	Non-Governmental Org	ganizations (NG	Os)
7-8	4.1 Explain the	Discuss the	Information			Explain how social
	administration and	administration and	materials,			problems can be
	management process	management of	pictures,			identified for
	of NGOs	NGOs.	pictorials,			NGOs intervention
	4.2 Describe the process	Describe the process	multimedia			

	procedures of	procedures of				
	establishing NGOs	establishing NGOs				
	4.3 Explain the					
	institutional fame	Explain the				
	work of NGOs	institutional frame				
	4.4 Explain how to	work of NGOs and				
	identify social	how the social				
	problems for NGOs	problems for NGOs				
	interventions	interventions can be				
		identify.				
General (Objective: 5.0 Appreciate Not	n-Governmental Organi	izations (NGO	s) strategic managemen	t tools.	
9-10	5.1 Define strategic	Discuss the strategic	Information			Outline the various
	management	management tools in	materials,			approaches of
	5.2 Explain a strategic	solving community	pictures,			NGOs in solving
	tool for managing	problems.	pictorials,			the problems of
	public utilities	Describe the	multimedia			community
	5.3 Explain NGOs	following strategic				
	approach to solving	management tools				
	community	e.g. – SWOT				
	problems	analysis and				
	5.4 Describe the	Matrix question				
	following strategic	mark projects etc.				
	management tools					
	in the management					

	of community					
	projects e.g.:					
	• SWOT analysis					
	• Matrix question					
	• Mark projects etc.					
General	Objective: 6.0 Appreciate the	ne roles of Non-Govern	mental Organiz	ations (NGOs)s in com	munity developn	nent
11-12	6.1 Describe the models	Discuss the roles of	Information			State the various
	of community	NGOs to the	materials,			strategies adopted
	development	transformations of	pictures,			by NGOs in
	6.2 Outline the	rural communities.	pictorials,			empowering rural
	Development	Development	multimedia			communities.
	Objectives of Non-	Objectives of Non-				
	Governmental	Governmental				
	Organizations	Organizations				
	(NGOs)	(NGOs) and the				
	6.3 Examine the	activities/programme				
	relevance of NGOs	of NGOs in				
	developmental	empowering rural				
	objectives to the	communities				
	transformation of					
	rural communities					
	6.4 Examine the					
	activities/programme					
	of NGOs in					

	empowering rural communities					
General	Objective: 7.0 Understand	the prospects and Chal	lenges of NGC	s in the Developed and	Developing natio	ons
13-14	7.1 Examine the	State the challenges	Information			Appraise the
	challenges of NGOs	of NGOs in	materials,			contribution of
	in Developed and	Developed and	pictures,			NGO s to rural
	Developing nations.	Developing nations.	pictorials,			community
	7.2 Outline the prospects		multimedia			development in
	of NGOs	Explain the				Nigeria.
	7.3 State the	contributions of				
	contributions of	NGOs to Rural				
	NGOs to Rural	Community				
	Community	Development in				
	Development in	Nigeria.				
	Nigeria.	Outline the				
	7.4 Explain the relevance	relevance or				
	or otherwise of	otherwise of NGOs				
	NGOs to the third	to the third world				
	world nations	nations				

PUBLIC ADMINISTRATION

ND II

FIRST SEMESTER COURSES

Course: Introduction to Public Finance	Code: PAD 211	Credit Unit: 2
	Credit Hour: 2 Hours	Theoretical: 2 Hours
Year: II Semester: I	Pre-requisite	Practical: 0 Hour
used to enhance the efficiency of the Niger	*	d operations of government and how they can be
Concral Objectives: On the completion of	f the course, students should be able to:	
General Objectives: On the completion o		
General Objectives: On the completion o 1.0 Understand the meaning and scope of p		
	public finance;	
1.0 Understand the meaning and scope of j	oublic finance; nt revenues;	
1.0 Understand the meaning and scope of p 2.0 Know the various sources of governme	oublic finance; ent revenues; nt expenditure;	
1.0 Understand the meaning and scope of p2.0 Know the various sources of governme3.0 Appreciate the necessity for governme	oublic finance; ent revenues; nt expenditure; rem;	

Course	: Introduction to Public Fina	ince	Code: PAD 21	1	Credit Hour	:2		
			Credit Hour: 2 Hours		Theoretical:	2 Hours		
Year: I	I Semester: I		Pre-requisite		Practical: 0	Hour		
Goal : This course is aims at acquainting the student with the financial policies and operations of government and how they can be used to enhance the efficiency of the Nigerian Economy								
	I Objective: 1.0 Understand th							
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Evaluation		
1-2	1.1 Define Public Finance	Explain the	Information			Differentiate		
	1.2 Explain the scope of	concepts and	materials,			between public		
	public finance	scope of public	pictures,			and private		
	1.3 Explain the distinction	finance	pictorials,			finances		
	between public and		multimedia					
	private finances							
	I objective: 2.0: Know the var	rious sources of gove	rnment revenues					
3-4	2.1 Mention the various	Explain the	Information			Discuss with		
	sources of funds to the	various sources of	materials.			examples direct		
	federal state and local	government	Nigeria			taxation and		
	government	revenue in	Constitution			indirect taxation		
	2.2 Differentiate tax	Nigeria.	1999.					
	revenue from non-tax		1))),					
	revenue							
	2.1 Explain the terms							

	direct taxation and				
	indirect taxation				
General	Objective: 3.0 Appreciate th	le necessity for gover	rnment expenditur	re	
6-7	3.1 Explain the meaning	Explain the	Information		Explain the
	and nature of public	various	materials,		three types of
	expenditure	governmental	pictures,		public
	3.2 Explain the purpose	public	pictorials,		expenditures
	of public	expenditures	multimedia		
	expenditures				
	3.3 Explain types of				
	public expenditures				
	3.4 Explain the effects of				
	public expenditures				
General	Objective: 4.0 Understand g	overnment budgeting	g system		
8-9	4.1 Define budget and	Explain	Information		Illustrate the
	budgeting system	budgeting	materials		budget cycle
	4.2 Mention types of	systems in			with examples.
	budget	Nigeria			
	4.3 Explain the budget				
	cycle				
	Objective: 5.0: Appreciate t			policies	
9-10	5.1 Explain the difference	Explain the	Information		Describe the
	between fiscal and	application the	materials,		differences

monetary policies	fiscal and	pictures,			between
5.2 Explain the role of	monetary policies	pictorials,			monetary and
fiscal policy in	in Nigeria	multimedia			fiscal policies
promoting economic					with examples
stability					
5.3 Explain the limitation					
of fiscal policy in					
developing countries					
Objective: 6.0: Understand p	bublic debt and publi	c debt managemei	nt process		
6.1 Define public debt and	Explain public	Information			Examine the
public debt	debt and public	materials,			impact effective
management	debt management	pictures,			management of
6.2 Explain the rationale	Explain the	pictorials,			public debt in
for public debt		multimedia			Nigeria system.
6.3 Explain the structure	-				
of public debt in					
Nigeria	,				
6.4 Explain the	•				
mechanism for public	e				
1	Nigeria				
-					
-	-				
• • • •	lending				
	institutions (e.g.				
WB, ADB, etc)	IMF, WB, ADB,				
	 5.2 Explain the role of fiscal policy in promoting economic stability 5.3 Explain the limitation of fiscal policy in developing countries Objective: 6.0: Understand performant for public debt management 6.2 Explain the rationale for public debt 6.3 Explain the structure of public debt in Nigeria 	 5.2 Explain the role of fiscal policy in promoting economic stability 5.3 Explain the limitation of fiscal policy in developing countries Objective: 6.0: Understand public debt and public debt management 6.1 Define public debt and public debt management 6.2 Explain the rationale for public debt 6.3 Explain the structure of public debt in Nigeria 6.4 Explain the mechanism for public debt management in Nigeria 6.5 Identify major lending institutions (e.g. IMF, WB ADB, etc) 	5.2 Explain the role of fiscal policy in promoting economic stability monetary policies in Nigeria pictorials, multimedia 5.3 Explain the limitation of fiscal policy in developing countries and the stability bit is a stability 6.1 Define public debt and public debt management bet and public debt and public management Information materials, multimedia 6.2 Explain the rationale for public debt debt management pictorials, multimedia 6.3 Explain the structure of public debt in Nigeria mechanism, for public debt pictorials, multimedia 6.4 Explain the management in Nigeria management in Nigeria Enumerate major 6.5 Identify major lending institutions (e.g. IMF, WB ADB, etc) Enumerate major Information materials, multimedia	5.2 Explain the role of fiscal policy in promoting economic stability monetary policies in Nigeria pictorials, multimedia 5.3 Explain the limitation of fiscal policy in developing countries multimedia Objective: 6.0: Understand public debt and public debt and public Information 6.1 Define public debt and public debt Explain public Information 6.2 Explain the rationale for public debt Explain the rationale, structure, of public debt multimedia 6.3 Explain the structure of public debt in mechanism for public debt management in Nigeria multimedia 6.4 Explain the mechanism for public debt management in Nigeria multimedia 6.4 Explain the mechanism for public debt management in Nigeria Enumerate major lending institutions (e.g. IMF, WB ADB etc.) Enumerate major	5.2 Explain the role of fiscal policy in promoting economic stability monetary policies in Nigeria pictorials, multimedia 5.3 Explain the limitation of fiscal policy in developing countries multimedia multimedia Objective: 6.0: Understand public debt and public debt management Explain public Information 6.1 Define public debt and public debt management debt management pictorials, multimedia 6.2 Explain the rationale for public debt Explain the rationale, structure, of public debt pictorials, multimedia 6.3 Explain the structure of public debt in mechanism for public debt mechanism, for public debt multimedia 6.4 Explain the mechanism for public debt management in Nigeria mechanism, for public debt multimedia 6.5 Identify major lending institutions (e.g. IMF, WB ADB etc) Enumerate major lending institutions (e.g. IMF, WB ADB etc) Enumerate major lending institutions (e.g. IMF, WB ADB etc) Enumerate major lending institutions (e.g. IMF, WB ADB etc)

6.6 Examine the processes	etc)		
of borrowing e.g (IMF			
conditionality)			
6.7 List out the advantages			
and disadvantages of			
public debt			

Course: Nigerian Government and Politics II	Code: PAD 212	Credit Unit: 2						
	Credit Hour: 2 Hours	Theoretical: 2 Hours						
Year: II Semester: I	Pre-requisite	Practical: 0 Hours						
Goal: This course is designed to expose students to first republic to date.	the dynamics of politics and gove	rnance of the Nigerian Nation from end of						
General Objectives: On the completion of the course, students should be able to:								
General Objectives: On the completion of the cou	rse, students should be able to:							
General Objectives: On the completion of the cou 1.0 Understand political crises in Nigeria;	rse, students should be able to:							
1.0 Understand political crises in Nigeria;								
1.0 Understand political crises in Nigeria;2.0 Appreciate the emergence of military intervention	on in Nigeria;	99;						
 1.0 Understand political crises in Nigeria; 2.0 Appreciate the emergence of military interventi 3.0 Appraise military governments in Nigeria from 	on in Nigeria; 1966 to 1979 and from 1983 to 19							
1.0 Understand political crises in Nigeria;2.0 Appreciate the emergence of military intervention	on in Nigeria; 1966 to 1979 and from 1983 to 19 of Nigerian Civil War (1967 to1970							

0	mme: National Diploma in P : Nigerian Government and		Code: PAD 2	212	Credit Hour:	2		
			Credit Hour	: 2 Hours	Theoretical: 2	2 Hours		
Year: 1	II Semester: I		Pre-requisit	e	Practical: 0	Hours		
 Goal: This course is designed to expose students to the dynamics of politics and governance of the Nigerian Nation from end of finepublic to date General Objective: 1.0 Understand political crises in Nigeria 								
Genera	1 Objective: 1.0 Understand	political crises in Ni	Igeria					
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Evaluation		
1-2	1.1 Explain political crises in Nigeria	Describe political and socio-	Information materials,			Examine the causes of		
	1.2 Examine the social	economic crises in	pictures,			political crises in		
	and economic crises in	Nigeria.	pictorials,			Nigeria.		
	Nigeria 1.3 Explain the relationship among the	show the relationship among the crises	multimedia					
	crises and the implications of governance in Nigeria	and the implications of governance in						
		Nigeria						
	Objective: 2.0 Appreciate the			in Nigeria				
3-4	2.1 Explain the traditional	Explain the	Information			Discuss the		
	role of the military	reasons for	materials,			traditional roles		
	2.2 Examine the reasons	military	pictures,			of military and		

	adduced for military	intervention in	pictorials,			the reasons for
	intervention in	Nigeria.	multimedia			their intervention
	Nigerian politics					into politics.
	2.3 Reconcile 2.2 above					
	with various crises in					
	Nigerian polity					
General	Objective: 3.0 Appraise mil	itary governments in	Nigeria from 1	966 to 1979 and fron	n 1983 to 1999	
5-6	3.1 Explain governance in	Explain the roles	Information			Outline the
	Nigeria under the	played by military	materials,			contributions
	military regimes from	in government in	pictures,			made by military
	1966 to 1979 and 1983	Nigeria.	pictorials,			government in
	to 1999.		multimedia			Nigeria.
	3.2 Assess the military					
	governments in					
	Nigeria under 3.1					
	above.					
General	Objective: 4.0 Understand t	the factors leading to	the outbreak of	f Nigerian Civil War	r (1967 to1970)	
7-8	4.1 Examine the factors	Discuss the	Information			Assess the
	leading to the outbreak	factors leading to	materials,			impact of
	of the Civil War	outbreak in the	pictures,			reconciliation,
	4.2 Explain the factors	Nigeria's civil	pictorials,			rehabilitation
	that facilitate the	war.	multimedia			and
	ending of the Civil	Outline the post-				reconstruction
	War	war efforts at				after the

	4.3 Assess the post-war	National				Nigerian civil
	efforts at National	Reconciliation,				war
	Reconciliation,	Rehabilitation and				
	Rehabilitation and	Reconstruction				
	Reconstruction (RRR)	(RRR)				
General	Objective: 5.0 Appreciate p	olitics and governanc	e in the Secon	d Republic (1979 to 1	983)	
9-10	5.1 Explain the political	Discuss politics	Information			Explain the
	parties of the second	and governance	materials,			failure of party
	republic	during the second	pictures,			polities leading
	5.2 Explain the political	republic and the	pictorials,			to collapse of
	structures and	factors leading to	multimedia			second republic.
	operations of the	the collapse of the				
	second republic	second republic				
	5.3 Examine factors					
	leading to the collapse					
	of the second republic					
General	Objective: 6.0 Appreciate the co	ontemporary issues in t	he politics and	governance of Nigeria f	rom 1999 to date	
11-12	6.1 Examine politics and	Discuss the	Information			Assess the
	governance in Nigeria	contemporary	materials,			political
	from 1999 to date.	issues of polities	multimedia			development in
	6.2 Explain political	from 1999 to date				Nigeria during
	development in	Examine the				the democratic
	Nigeria from 1999 to	political				dispensation of
	2007	development in				Olusegun

6.3 Ex	xplain political	Nigeria from 1999		Obasanjo and
de	evelopment in	to 2007,		Muhammadu
Ni	igeria from 2007 to	from 2007 to		Buhari's
20)15	2015, and from		Administration
6.4 Ex	xplain political	2015 to date.		
de	evelopment in			
Ni	igeria from 2015 to			
da	nte.			

Programme: National Diploma in Public Administration								
Course: Principles of Human Resources Management	Code: PAD 213	Credit Unit: 3						
	Credit Hour: 3	Theoretical: 3 Hours						
Year: II Semester: I	Pre-requisite	Practical: 0 Hour						
Goal: This course is designed to enable students understand t	he basic principles and practices	of human resource management						
General Objectives: On the completion of the course, studen	ts should be able to:							
1.0 Appreciate the concept of human resources management								
2.0 Appreciate manpower planning and procedures								
3.0 Appreciate the principles of job analysis								
4.0 Understand the procedures involved in staff procurement								
5.0 Appreciate the various stages of training and developing s	staff							
 6.0 Appreciate performance appraisal 7.0 Appreciate the procedure for rewarding staff 8.0 Appreciate the principles of staff welfare scheme 9.0 Recognize the procedures of carrying out audit. 10.0 Appreciate the management of personnel records 11.0 Appreciate labour-management relations 								

Course	: Principles of Human Reso	urces Management	Code: PAD 2	13	Credit Hour	: 3
			Credit Hour:	3	Theoretical:	3 Hours
Year:	II Semester: I		Pre-requisite		Practical: () Hour
Goal: T	This course is designed to enal	ble students understar	d the basic prin	ciples and practices o	f human resourc	e management
Genera	l Objective: 1.0 Appreciate t	he concept of human	resources mana	gement		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Evaluation
1-2	1.1 Define human	Explain the	Information			Explain the rational
	resource management	concepts of human	materials,			for the study of
		resource	pictures,			human relation
		management,	pictorials,			
	1.2 Explain the	Explain the	multimedia			Explain the
	importance of human	importance of				functions of human
	resource to an	human resource to				resource
	organization	an organization				management
	1.3 Explain the rationale	and the rationale				
	for the study of	for the study.				
	human resource					
	management as a					
	discipline	Explain the goals				
	1.4 Identify the goals of	and function of				

	human resources	human resources			
	management	management			
	1.5 State the functions of				
	human resource				
	management				
General	Objective: 2.0 Appreciate		nd procedures		
3-4	2.1 Define manpower	Explain manpower	Information		Discuss man power
	planning	planning and its	materials,		utilization and
	2.2 State the objectives	procedure of	pictures,		under- utilization in
	of manpower	operations.	pictorials,		public organization.
	 planning 2.3 Identify manpower wastages and how to cope with such wastages 2.4 Explain the concepts of manpower demand and supply 2.5 Define man power forecasting 	Explain the concepts of manpower demand and supply Define man power forecasting State the factors that influence	multimedia		
	2.6 State the factors that influence manpower forecasting2.1 Identify the	manpower forecasting			

	techniques of				
	manpower				
	forecasting.				
Gener	al Objective: 3.0 Appreciate	the principles of job	analysis		
5-6	3.1 Define the concept of	Explain the	Check list,		Explain the
	job, duty and task	various principles	Information		principles of job
	3.2 Define job analysis	of jobs analysis,	materials.		analysis, job
	3.3 State the uses of job	the uses,			description and job
	analysis	processes, job			specification
	3.4 Explain the processes	description of job			
	of job analysis	analysis and job			
	3.5 Define job	specifications			
	description,				
	schedules of duties				
	and job specifications				
	3.6 Explain how job	Explain how job			
	description is carried	description is			
	out and its	carried out and its			
	relationship with				
	schedule of duties	relationship with schedule of duties			
	3.7 Explain the	schedule of duties			
	importance of job				
	specification				

Genera	l objective: 4.0: Understand th	ne procedures involve	d in staff procure	ement	
7-8	4.1 Explain the meaning	Discuss staff	Check list,		Explain how staff
	of staff procurement	procurement in	Information		recruitment,
		organization of	materials		selection and
		staff			placement is
	4.2 Identify the stages	Explain the stages			carried out in
	involve in staff	involve in staff			organization.
	procurement	procurement,			
	4.3 Define recruitment,	recruitment,			
	selection, and	selection, and			
	placement	placement			
	4.4 Explain how	Explain how			
	recruitment exercise	recruitment			
	is carried out	exercise is carried			
	4.5 Explain the stages in	out and the stages			
	the selection process	in the selection			
		process			
	4.6 Explain the process				
	of placement of staff	Examine the			
	4.7 Identify the signs that	process of			
	a personnel	placement of staff			
	procurement exercise	Identify the signs			
	was successfully	that a personnel			

Conors	carried out	procurement exercise was successfully carried out	off training and	developing	
Genera 9-10	1 objective: 5.0 Appreciate th 5.1 Define the concepts of training and development 5.2 Differentiate between	Explain the procedure of training and development in organization.	aff training and of Multimedia, Information materials, demonstration	developing	Distinguish between on-the job and off- the job training.
	 training and development 5.3 State the methods of: Training (e.g. on the job, and off the job Development (e.g. rotation etc) 	 Differentiate between training and development State the methods of: Training (e.g. on the job, and off the job Development (e.g. rotation 			
	5.4 Explain the various approaches to training and its	etc) Explain the various			

	relevance to	approaches to			
	organizational	training and its			
	policies e.g	relevance to			
	administrative	organizational			
	approach, etc)	policies e.g			
		administrative			
	5.5 Explain the stages	approach, etc)			
	involve in the design				
	of training				
	programme				
	5.6 Explain the	Explain the			
	relationship between	relationship			
	relevant training	between relevant			
	programmes and	training			
	career progression in	programmes and			
	an organization	career progression			
		in an organization			
General	Objective: 6.0 Appreciate p	performance appraisal			<u> </u>
11-12	6.1 Define performance	Explain the	Check list,		Explain the
	appraisal	justification for	information		importance of
	6.1 Identify the	performance	materials		performance
	various approaches to	appraisal and show			appraisal in the
	performance	the various			public service.
	appraisal				

6.2 Identify the	methods in each	Performance		
various methods in	approach.	Appraisal		
6.8 Explain how this				
instrument can be				
effectively used				

	in the public				
	service				
Genera	I Objectives: 7.0 Appreciate th	ne procedure for rewa	rding staff	I	I
13-14	7.1 Define motivation	Explain to the	Information		Discuss the impact
	7.2 Define salary, wage,	student's salary,	materials,		of salary and wages
	benefit, personal	wage, benefit,	demonstration		in enhancing staff
	emoluments	personal	Salary Table		performance
	7.3 Explain the difference	emoluments			
	between salary and				
	wage				
	7.4 Explain the use of	Explain the use of			
	wage or salary as a	wage or salary as a			
	motivational factor in	motivational factor			
	Nigeria	in Nigeria			
	7.5 Define job evaluation				
	7.6 Explain how job	Explain how job			
	evaluation can be used	evaluation can be			
	for equitable salary	used for equitable			
	administration	salary			
		administration			
	7.7 Explain the problems	Explain the			
	of salary	problems of salary			
	administration in	administration in			
	tertiary institutions in				

	Nigeria	tertiary institutions in Nigeria. Explain the procedures of			
		rewarding staff in organizations.			
	Objective: 8.0 Appreciate t	he principles of staff	welfare scheme		
15	8.1 Explain the concept	Discuss the	Information		Discuss
	of staff welfare	principles of staff	materials.		consequences of
	8.2 Identify the different	welfare schemes in			inadequacy of staff
	types of staff welfare	organization.			welfare schemes.
	schemes	Explain the			
	8.3 Explain the	consequences of			
	consequences of	inadequate staff			
	inadequate staff	welfare schemes			
	welfare schemes	State the			
	8.4 State the advantages	advantages of staff			
	of staff welfare to:	welfare to			
	• The employee	• The employee			
	• The organization	• The organization			
General	Objective: 9.0 Recognize th	he procedures of carry	ing out audit		

16	9.1 Define the concept of	Explain the	Information		Outline the benefit
	audit, auditing and	processes involved	materials,		of staff audit in an
	staff audit	in carrying out	check list		organization
	9.2 Explain the processes	staff audit			
	involved in carrying	State the uses of			
	out staff audit	staff audit and			
	9.3 State the uses of staff	how staff audit is			
	audit	carrying out.			
	9.4 Explain the				
	importance of staff				
	audit in an				
	organization				
General	Objective: 10.0 Appreciate	the management of p	ersonnel records		
17	10.1 Define personnel	Explain the	Check list,		Outline the
	records	different	record		importance of
	10.2 Analyze the	constituents of	template and		modern records of
	different constituents	personnel records	multimedia.		personnel
	of personnel records	Explain the			management
	10.3 Explain the	importance of			
	importance of	personnel records			
	personnel records	management in an			
	management in an	organization			
	organization	Analyze the merits			

	10.4 Explain the	and demerits of			
	modern methods of	the personnel			
	personnel records	records in an			
	10.5 Analyze the	organization.			
	merits and demerits				
	of the methods in				
	10.4 above				
General	Objective: 11.0 Appreciate la	abour-management rela			
18	11.1 Define the concepts	Explain the	Information		Explain the
	of labour	relationship	materials,		importance of
	management,	between labour	pictures,		labour-management
	industrial relations	and management	pictorials,		relations in
	and collective	and factors that	multimedia		resolving trade
	bargaining	can lead to			dispute in Nigeria
	11.2 Explain the	industrial unrest in			
	relationship between	an organization			
	labour and				
	management				
	11.3 Identity factors that				
	can lead to industrial				
	unrest in an				
	organization				
	11.4 Explain the meaning				
	of trade dispute				

11.5 Explain the	Explain the
machinery for	meaning of trade
resolving trade	dispute and the
dispute in the public	machinery for
service in	resolving trade
accordance with the	dispute in the
existing Trade	public service in
Dispute Act.	accordance with
	the existing Trade
	Dispute Act.
11.6 Explain the meaning	Explain the
and composition of	meaning and
Public Service	composition of
Negotiation	Public Service
Council.	Negotiation
11.7 Explain the roles of	Council and the
the Public Service	roles of the Public
Negotiation Council	Service
in maintaining	Negotiation
industrial training.	Council in
	maintaining
	relationships in an
	organization.

Programme: National Diploma in Public Administration							
Course: Introduction to Public Enterprises Management	Code: PAD 214	Credit Unit: 2					
	Credit Hour: 2 Hours	Theoretical: 2 hours/week					
Year: II Semester: I	Pre-requisite	Practical: 0 Hour					
Cool. This second is desired to enable stadents and enstand the	· C 11' · ·	· 1·· · · 1 ····					

Goal: This course is designed to enable students understand the concept of public enterprise management and its operational activities in Nigeria.

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

1.0 Understand the concepts and types of public enterprises;

2.0 Know the scope and rational for establishing public enterprise.

3.0 Appreciate planning techniques in public enterprises management;

4.0 Understand co-ordination in the management of public enterprises;

5.0 Know instruments of control in public enterprises management;

6.0 Know the concepts of Public-Private partnership

Course: Introduction to Public Enterprises Management			Code: PAD 214	Credit Unit	:2	
				Credit Hour: 2 Hours	Theoretical	: 2 hours/week
Year:	II Semester: I			Pre-requisite	Practical:	0 Hour
in Nige					ement and its c	operational activities
Genera	al Objective: 1.0 Understand Theoretical Content	I the concepts and type	es of public ent	erprises Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Evaluation
1-2	 1.1 Explain the meaning of public enterprise 1.2 Differentiate types of public enterprises 1.3 Distinguish between public and private enterprises 1.4 Explain the role of public enterprises in the economy 1.5 Explain the management process in public enterprise 	Explain public enterprises and its roles in developing Nigeria economy. Explain the Differences between public and private enterprises.	Information materials, pictures, pictorials, multimedia			State the various conceptual views of public enterprises.

Coner	al Objective: 2.0 Know the sco	ne and rational for estab	lishing public en	ternrises	
3-4	2.1 Explain the scope of	Explain the scope	Information		Write out the
	public enterprises in	and rational for	materials,		rational of
			,		
	Nigeria.	establishing public	pictures,		establishing
	2.2 Describe the rational	enterprise in	pictorials,		public enterprise
	of establishing Public	Nigeria	multimedia		in Nigeria
	enterprises in Nigeria				
	2.3 Explain the				
	importance of public				
	enterprise in Nigeria.				
	2.4 Outline the limitations				
	of public enterprise in				
	Nigeria.				
Gener	al Objective: 3.0 Appreciate	planning techniques i	n public enterpr	ises management	
5-6	3.1 Explain planning	Examine the	Information		Outline the
	procedures in public	various techniques	materials,		essential features
	enterprise	applied in public	pictures,		of management
	management	enterprise	pictorials,		by objectives as
	3.2 Describe the process	management;	multimedia		planning
	and techniques of				techniques.
	planning	-Planning			
	3.3 Explain management	-Management by			
	by objectives (MBO)	objectives			

	as a management	-Corporate				
	technique	Management and				
	 3.4 Explain corporate management as a planning technique 3.5 Explain the problems of management 	-Problem Management techniques.				
	techniques					
Genera	al Objective: 4.0 Understand	l co-ordination in the	management of	public enterprises		
7-8	4.1 Define co-ordination	Explain the	Information		Outline the	
	as a task of	principles	materials		importance o	f
	management of	coordination for			coordination	to
	public enterprises	effective			public	
	4.2 Explain processes of	management of			enterprises	
	co-ordination such as	public enterprises			management	
	communication,	in Leaderships and				
	conflict resolution	supervisions.				
	etc.					
	4.3 Describe leadership					
	and supervision					
Genera	al Objective: 5.0 Know the in	nstruments of control	in public enterp	rises management		
9-10	5.1 Explain the meaning of	Describe the various	Information	-	Outline the	
	control in an	techniques/principle	materials,		various techni	ques
	organization		pictures,		of control of	
	5.2 Examine the strategies					

	of control available to	s used in the control	pictorials,			public enterprises
	management in public	of public enterprises.	multimedia			in Nigeria.
	enterprises e.g.					
	budgeting and auditing					
	5.3 Explain the need to					
	control corruption,					
	problems of					
	inefficiency, political					
	interference, etc in					
	public enterprises					
	5.4 Identify how to solve problems of public					
	enterprises e.g. commercialization					
	privatization,					
	deregulation and					
Gener	liberalization, etc. al Objective: 6.0 Know the c	oncents of Public-Priv	vate Partnershin	in the Management of publ	ic enterprise	
11-12	6.1 Explain the concepts	Explain the	Information			Examine the
	of Public Private	concepts and	materials,			merits and
	partnership (PPP)	rational of Public	pictures,			demerits of
	6.2 Explain the rational	Private Partnership	pictorials,			Public Private
	for Public Private	(PPP).	multimedia			Partnership
	Partnership (PPP)	Evolain the merits				(PPP) in Nigeria.
	6.3 Explain the merits	Explain the merits and demerit of				
	and demerits of PPP	PPP				

Programme: National Diploma in Public Administration								
Course: Research Methods	Code: PAD 215	Credit Unit: 2						
	Credit Hour: 2 Hours	Theoretical: 2 Hours						
Year: II Semester: I	Pre-requisite:	Practical: 0 Hours						
Goal: This course is designed to familiarize	e the student with the fundamentals of res	search methods so that he can independently						
undertake a research project.								
General Objectives: On the completion of	the course, students should be able to:							
1.0 Understand the concept of research;								
2.0 Know scientific research methods;								
3.0 Know how to write a research proposal	;							
4.0 Appreciate research design;								
5.0 Understand the methods of collecting an	nd analyzing data;							
6.0 Know how to write research reports (Project).								

0	mme: National Diploma in l	Public Administrati	on			
Course	e: Research Methods		Code: PAD 2	15	Credit Unit:	2
			Credit Hour:	2 Hours	Theoretical:	2 Hours
Year:			Pre-requisite		Practical: (
	This course is designed to fam ke a research project.	iliarize the student w	vith the fundame	entals of research method	ods so that he car	independently
Genera	al Objective: 1.0 Understand	the concept of resear	ch			
	Theoretical Content			Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Evaluation
1-2	1.1 Define the concept of	Explain the	Information			Explain various
	research	conceptual	materials			definition of
	1.2 Examine the various	understanding of				research
	types of researches	research				
	1.3 Explain the reasons					
	why we conduct					
	research					
Genera	al Objective: 2.0 Know scient	ific research method	S			
3-4	2.1 Explain the methods	Discuss various	Information			Discuss various
	of knowing/acquiring	methods of	materials			methods of
	(in tuition, reasoning,	acquiring				acquiring
	experience, rationality,	knowledge by				knowledge with
	believe and scientific.	reasoning,				relevant examples
	2.2 Explain the	experience,				
	characteristics of the	rationality,				
	scientific methods of					
	research					

	2.3 List the basic elements	believe and			
	of the scientific	scientific.			
Gener 5-6	method 2.4 Explain conceptual and operational definitions of scientific research al Objective: 3.0 Know how t 3.1 Identify a research topic 3.2 Explain the steps involve in writing a research proposal: • Introduction • Statement of problem	Explain the merit and demerit of the listed methods.	oposal Information materials, pictures, pictorials, multimedia		Write out a research proposal
	 Objective of study Significance of study Scope and limitation of study Literature review Hypothesis Theoretical 				

	framework					
	Methodology					
	• Definition of terms					
	3.3 Write a research					
	proposal					
General	Objective: 4.0 Appreciate res	earch designs	I	I	I	
7-8	4.1 Explain the meaning	Explain the	Information			Differentiate
	of sample	various research	materials,			between sample
		designs.				population and
	 4.2 Explain the various types of populations and samples 4.3 Describe the procedures of establishing population boundaries and samples size. 	Explain the various designs, types of populations and samples, the procedures of establishing population boundaries and samples size.				sample size.
Conors	I Objective: 5.0 Understand	-	tion and analyz	ing data		
9-10	5.1 Describe the various	Describe the	Information			Distinguish
	methods used in	methods of data	materials,			between
	collecting data e.g.	motious of data	SPSS,			observations and
	observation,					questioning as a

• documents,	collection and	Statistical		technique for data
• interview	data analysis:	tools.		connection.
• questionnaire	e.g. observation,	Online		
5.2 Explain the use of	documents,	Research		
observation and	interview and	Calculator		
documents in research	questionnaire	Calculator		
5.3 Identify the	Identify the			
advantages and	advantages and			
disadvantages of	disadvantages of			
observation and	observation.			
documents	Explain the use			
5.4 Describe the use of	of questionnaire			
questionnaire and	and interviews as			
interviews as	instruments of			
instruments of data	data collection in			
collection in social	social research			
research	Explain the			
5.5 Construct	procedures of			
questionnaire and	Constructing			
interview schedules	questionnaire and			
5.6 Construct response	interview			
modes and scales for	schedules			
measurements				
5.7 Explain the advantages				

Genera 11-12	and disadvantages of using questionnaires and interviews in social research I objective: 6.0 Know how to 6.1 Describe the procedure	Explain the	Information		Formulate a
	for writing a research report	essential features of research reports.	materials, Samples of Projects,		hypothesis from any topic of your choice.
	6.2 Explain how to write an introduction to a research report	Explain how to write an introduction to a research report	Reference Materials, journal and periodicals.		
	 6.3 Identify a research problem 6.4 Identify the purpose and objectives of a research report 6.5 Formulate hypothesis and explain the significance of the study 6.6 Relate theory to 	Identify a research problem the purpose and objectives of a research report, Formulate hypothesis, the significance of the study,			

research problem	research problem
statement	statement,
 6.7 Describe various methods of data analysis 6.8 Explain the importance of references, appendices and bibliography in 	data analysis, references, appendices and bibliography in research.
research	

Programme: National Diploma in Public Administrat	tion					
Course: Democratic Governance	Code: PAD 216	Credit Unit: 2				
	Credit Hour: 2	Theoretical: 2 Hours				
Year: II Semester: I	Pre-requisite	Practical: 0 Hours				
Goal: This course is designed to enable students know the	ne challenges involved in democratic go	overnance.				
General Objectives: On the completion of the course, studen	ts should be able to:					
1.0 Understand the conceptual meaning and evolution of	Democratic Governance;					
2.0 Appreciate the foundations of Democracy and Good	Governance;					
3.0 Understand the various types of Democracy and the	Democratization theory;					
4.0 Know the influence of Constitutional Democracy in 1	Nigeria;					
5.0 Know how environmental conditions influences Dem	nocratic Governance;					
6.0 Appreciate the Social forces militating against Democratic Governance;						
7.0 Understand the political structure and participation in Nigeria democracy.						

	mme: National Diploma in l	rublic Administra			Creadit II		
Course: Democratic Governance				Code: PAD 216		Credit Unit: 2 Theoretical: 2 Hours	
			Credit Hour:	2			
Year:			Pre-requisite		Practical:	0 Hours	
	This course is designed to enal		0	U			
Genera	l Objective: 1.0 Understand	the conceptual mea	ning and evolution		ance		
Week	Theoretical Content Specific Learning	Teacher's	Resources	Practical Content Specific Learning	Teacher's	Evaluation	
vv eek	Outcomes	Activities	Resources	Outcomes	Activities		
1-2	1.1 Identify the meanings	Explain the	Information			Define democracy	
	of, and criteria for,	conceptual	materials,			and write out	
	democracy;	meanings and	Samples of			democratic	
	1.2 Define Democratic	evolution of	Projects,			principles.	
	governance	democratic	Reference				
	1.3 Describe the	governance.	Materials,				
	evolution of		journal and				
	democratic ideas and		periodicals.				
	practice						
	1.4 Distinguish between						
	democratic and non-						
	democratic institutions						
	and practices						

-4	2.1 Explain Democracy,	Explain the	Information	Discuss the
	good governance and	foundation of	materials	impact of rules of
	the rule of law	democracy and		law in enhancing
	2.2 Explain Democracy,	good governance.		good governance
	good governance and			in Nigeria.
	its relationship to			
	economic			
	development			
	2.3 Explain democracy			
	and its relationship to			
	good governance			
	2.4 Discuss Democracy,			
	good governance and			
	its influence in			
	building a peaceful			
	society			

5-6	3.1	Explain the	Discuss various	Information		State the
		Democratization	types of	materials,		relationship of
		theory.	democracy and	Samples of		democracy to the
	3.2	Explain the types of	democratization	Projects,		following
		democracy in	theory and its	Reference		concepts:
		contemporary	concepts, such as	Materials,		Freedom,
		nations.	freedom, equality,	journal and		Equality,
	3.3	Explain the processes	majority rule,	periodicals.		Constitutionalism,
		and institutions of	republicanism,			etc
		democracy.	constitutionalism,			
	3.4	Explain the	and citizenship.			
		relationship of				
		democracy to the				
		related concepts,				
		such as freedom,				
		equality, majority				
		rule, republicanism,				
		constitutionalism,				
		and citizenship.				
Genera	l Obj	ective: 4.0 Know the int	fluences of Constituti	onal Democracy	in Nigeria	
7-8	4.1	Identify practices of	Discuss the	Information		Discuss social
		eading democratic	influences of	materials,		and political
	1	nations.	constitutional	demonstration.		conditions that
						influence

	4.2 Describe how	democracy in				democratic
	changing social and	Nigeria.				practice in
	political conditions					Nigeria.
	influences democratic					
	practices in Nigeria.					
	4.3 Evaluate the strengths					
	and weaknesses of					
	democratic process in					
	Nigeria.					
			·			
	d Objective: 5.0 Know how e			mocratic Governance in	Nigeria.	
9-10	5.1 Describe how	Explain the	Information			Outline the
	environmental	benefits enjoyed	materials,			environmental
	conditions influence	by citizens in	Samples of			factors
	democratic ideas and	developing	Projects,			influencing the
	practices among	nations.	Reference			electoral process
	nations.		Materials,			in Nigeria.
	5.2 Explain how		journal and			
	technological		periodicals.			
	environment					
	influences electoral					
	process in Nigeria.					
	5.3 Describe the prospects					
	of democracy					

	derivable by citizens in				
	the developing nations				
Genera	 I Objective: 6.0 Appreciate tl	he social forces milita	ting against Dem	ocratic Governance	
11-12					A 1 · 1
11-12	6.1 Examine how the	Discuss the	Information		Analysis how
	political structures	political structures	materials,		political
	influences democracy	that influence	party		structures
	in Nigeria e.g.	democracy	manifestos		influence
	Political		and standing		democracy in
	institutions		order.		Nigeria.
	• political parties, etc				
	6.2 Explain the origins of				
	dictatorship in				Discuss the
	democracy in				instability of the
	developed and				legislature as its
	developing countries.				affect democracy.
	6.3 Examine democratic				
	transitions process				
	across nations e.g				
	• Measuring support				
	for democracy in a				
	changing society;				
	• Regime type and				
	the impact of				
	democracy.				

	 The leadership style transitions in developing nations. 6.4 Describe the following democratic deficits: The changing character of the global struggle for democracy Racism and democracy Diversity, conflict and democracy Political representation of gender, ethnicity and race 					
Genera	l Objective: 7.0 Understand p	political culture and p	articipation in Ni	geria.	I	
13-14	 7.1 Define political culture. 7.2 Discuss political participation in Nigerian political setting with particular reference to women 	Explain political culture and participation in Nigeria settings with limitations to women participation.	Information materials, Samples of Projects, Reference Materials,			Discuss prospects of women participations in Nigeria political settings.

participation in	journal and		
politics.	periodicals.		
7.3 Outline the			
Characteristics of			
democracy in Nigeria			
7.4 Examine Democracy			
in Nigeria (Prospects,			
challenges and			
consolidation)			
7.5 Contrast National and			
global context of			
democracy			

PUBLIC ADMINISTRATION

ND II

SECOND SEMESTER COURSES

Programme: National Diploma in Public Adr	Programme: National Diploma in Public Administration								
Course: Inter-Governmental Relations	Code: PAD 221	Credit Unit: 2							
	Credit Hour: 2 Hours	Theoretical: 2 Hours							
Year: II Semester: II	Pre-requisite:	Practical: 0 Hours							
Goal: This course is designed to give the studer	t a good knowledge of inter-governmental rel	ations in Nigerian federal setting.							
General Objectives: On the completion of the court	se, students should be able to:								
1.0 Know the concepts and models of Inter-	Governmental Relations (IGR)								
2.0 Understand the structure and patterns of	Inter-Governmental Relations								
3.0 Understand the operation of Inter-Gover	nmental Relations in a federal system								
4.0 Know the management of conflicts Inter	-Governmental Relation								
5.0 Understand the role of Non-government	5.0 Understand the role of Non-governmental Organizations (NGOs) in Inter-Governmental Relation								
6.0 Understand fiscal operations in Inter-Governmental Relations									

0	amme: National Diploma in				-	
Course	e: Inter-Governmental Rela	tions	Code: PAD 221			:2
			Credit Hour: 2	Hours	Theoretical: 2 Hours	
Year:			Pre-requisite:		Practical:	0 Hours
	This course is designed to giv	-	-	-	ons in Nigeria	n federal setting.
	al Objective: 1.0 Know the c				Teeler	Free lane 4 th and
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Evaluation
1-2	1.1 Define inter-	Explain the	Information			Explain the models
	governmental relation	various models of	materials,			of central-state
	1.2 Explain the different	IGR in Nigeria.	Samples of			relations and its
	models of	Explain the	Projects,			effects on inter-
	intergovernmental	different models of	Reference			governmental
	relations e.g	intergovernmental relations	Materials,			relations like
	• conceptual models,		Journal			presidential or single
	• systems model,		Periodicals.			executive.
	• decision-making	Explain the types				
	model,	of executives and				
	• empirical	its effects on inter-				
	analytical model,	governmental				
	etc	relations like				
	1.3 Examine the models	presidential or				
	of central-state-local	single executive,				
	relations e.g.	collegial or plural				

	• separated model,	executive and				
	• inclusive model,	parliamentary				
	• over lapping	executives.				
	model, etc					
	1.4 Explain the types of					
	executives and its					
	effects on inter-					
	governmental relations					
	e.g.					
	• Presidential					
	• Single executive					
	Collegial					
	• Plural executive					
	• Parliamentary					
	executives.					
	1.5 Examine the various					
	conceptual models of					
	federalism of IGR.					
Genera	al Objective: 2.0 Understand	the structure and patt	erns of Inter-Gove	ernmental Relations	1	
3-4	2.1 Identify the patterns of	Explain the	Information			Discuss the
	interactions among the	various inter-	materials,			implications of joint
	levels of government:	relationships	Diagrams			ventures and joint
	• Central-State-	between different				account between the
	Local	levels of				

Central-State	government in		state and the lo
Central-Local	Nigeria:		government;
• State-State or	Central-State-		
Inter-state	Local		
• State-Local	Central-State		
Local-Local	Central-Local		
• Inter-Local	State-State or		
2.2 Explain the centers of	Inter-state		
political powers at	State-Local		
different levels of	Local-Local or		
government e.g.	Inter-Local		
• Executive			
• Legislature	Explain		
• Judiciary	administrative		
• Bureaucracy etc.	relations among		
2.3 Explain the relations	the levels of		
among the centers	government.		
identified in 2.2 above			
at the same level and			
between or among			
levels of government			
2.4 Explain the			
administrative			

Outline strategies for
successful inter-
governmental
relations in Nigeria.

		1	1	1	1
	centripetal forces in a	centrifugal and			
	federation in	centripetal forces			
	equilibrium	in a federation in			
		equilibrium			
	3.5 Examine how the levels				
	of government	Explain how the			
	collaborate in the	levels of			
	formulation and	government			
	implementation of	collaborate in the			
	public policies	formulation and			
		implementation of			
	3.6 Explain the meaning of	public policies			
	grants-in-aid,				
	conditional grants and				
	unconditional grants.				
	3.7 Identify the factors that				
	tend to militate against				
	inter-governmental				
	administrative relations				
	in a federation.				
Gener	al Objective: 4.0 Know the n	nanagement of conflic	cts in Inter-Govern	mental Relations	 1
7-8	4.1 Explain the nature of	Describe the	Information		Explain the roles of
	conflicts Inter	management of	materials,		communication as
	Governmental	conflicts in inter-	Samples of		an effective strategy
	-	•			•

Relationships (IGR)	governmental	Projects,		to enhance
system.	relations in	Reference		successful inter-
4.2 Identify the causes of	Nigeria.	Materials,		governmental
 4.2 Identify the eauses of conflicts in IGR system. 4.3 Explain how to manage conflicts in the inter-governmental relations system. 4.4 Explain the role of communication in the management of conflicts in IGR. 4.5 Explain the institutions and structures that are used in the management of intergovernmental relations e.g. National Council of State, National Council on Establishments, National Council 	Explain the causes of conflicts in IGR system and how to manage conflicts relations system. Explain the role of communication in the management of conflicts in IGR. and the institutions and structures that are used in the management of inter-governmental relations.	journal and periodicals.		relations in Nigeria

	on Trade,					
	National Council					
	on Agriculture,					
	Traditional					
	Institutions, etc					
	4.6 Explain the importance					
	of informal structure or					
	methods in the					
	management and					
	resolution of conflicts					
	(e.g. meeting of					
	Governors, Traditional					
	Rulers, Council					
	Chairmen, politicians,					
	ministers, etc)					
Genera	al Objective: 5.0 Understand	the role of Non-Gove	ernmental Organiz	tations (NGOs) in Inte	er-Governmenta	al Relations
9-10	5.1 Define Non-	Describe the	Information			Outlines the
	Governmental	contributions of	materials,			importance of NGOs
	Organizations	NGOs and CSOs	Samples of			in facilitating
	5.2 Identify Non-	in enhancing	Projects,			effective
	Governmental	effective inter-	Reference			governance.
	Organization and Civil	governmental	Materials,			
	Society Organization	relations in	journal and			
	(CSO) e.g Academic	Nigeria.	periodicals.			

Staff Union of			
Polytechnic (ASUP),			
Nigerian Medical			
Association (NMA),			
Nigerian Bar			
Association			
(NBA),Women in			
Nigeria (WIN),			
Council of Women			
Societies (CWS),			
Human Right Watch			
(HRW), Transparency			
International (TI), etc			
5.3 Explain how Non-			
governmental			
organizations			
influence decisions of			
government in favour			
their members.			
5.4 Examine the challenge			
of access as it relates			
to NGOs operations in			
Nigeria.			
5.5 Explain how NGOs			

	and CSO facilitate				
	harmonious				
	relationship among the				
	levels of government.				
	5.6 Explain the internal				
	dynamics of NGOs.				
Genera	al Objective: 6.0 Understand	fiscal operations in I	nter-Governmenta	l Relations	
11-12	6.1 Define inter-	Discuss fiscal	Information		Analyse the
	governmental fiscal	operations in inter-	materials,		implications of
	relations.	governmental	Samples of		revenue allocation
	6.2 Identify the sources of	relations in	Projects,		formula in Nigeria.
	revenue of the different	Nigeria.	Reference		
	levels of government. 6.3 Explain the problems		Materials,		
	of inter-governmental		journal and		
	fiscal relations.		periodicals		
	6.4 Explain what is meant				
	by revenue allocation				
	formula.				
	6.5 Analyse the principles of revenue allocation among the levels of government.				
	6.6 Suggest solutions to the problems of revenue allocation in Nigeria.				

Course: Social and Economic Development		Code: PAD 223	Credit Unit: 3				
		Credit Hour: 3 Hours	Theoretical: 3 Hours				
Year: II	Semester: II	Pre-requisite	Practical: 0 Hours				
Goal: This c	course is designed to expose student	ts to various dynamics and princip	les of social and economic development.				
General Ob	jectives: On the completion of the	course, students should be able to:					
10 Know th	e nature and roles of National Deve	Jonment Dlan					
		-					
2.0 Know th	e importance and problems of Indu	strial Development					
3.0 Understa	and issues in population growth						
4.0 Know th	e social service sector policies						
5.0 Understa	and the contribution of some major	Institutions and Organizations to H	Economic Development				
6.0 Understa	and the role of Local Governments	n socio- economic policy formula	tion and implementation				
7.0 Understand the politics of revenue allocation in Nigeria							

Program	mme: National Diploma in	Public Administrati	on			
Course	: Social and Economic Deve	elopment	Code: PAD 22		Credit Unit: 3	
			Credit Hour:	3 Hours	Theoretical: 3 Hours	
Year: I			Pre-requisite			Hours
	This course is designed to exp		2	1 1	nd economic dev	elopment.
	l Objective: 1.0 Know the n					
Week	Specific Learning	Teacher's	Resources	Specific Learning	Teacher's	Evaluation
	Outcomes	Activities		Outcomes	Activities	
1-2	1.1 Define the concepts of	Explain the nature	Information			Discuss the
	development,	and roles of	materials,			success and
	planning socio-	national	Samples of			failures of national
	economic,	development plans	Projects,			development in
	development, and		Reference			Nigeria.
	national development		Materials,			
	plan.		Journal			
	1.2 Explain the reasons		Periodicals.			
	why countries embark		National			
	on development plans.		Development			
	1.3 Explain the roles of		Plan			
	National Development		Documents.			
	Plan.					
	1.4 Examine the factor					
	responsible for the					
	success/failure of					
	development plans.					
	1.5 Explain the features of					

Nigerian			
Development Plans as			
follows:			
Colonial plans for			
development and			
welfare schemes			
1946 to 1956			
Development plan			
from 1962 to 1985			
Nigerians			
perspectives and			
rolling plan 1985			
• Needs 2003 to			
2007			
• Vision 2010,			
2020, seven points			
agenda.			
1.6 Explain the			
significance of budget			
for socio and			
economic			
Development.			

-4	2.1 Explain the	Explain the	Information	Outline the
	importance of	importance and	materials	problems of
	industries in	problems of		industrial
	development.	industrial		development in
	2.2 Explain the problems	development in		Nigeria.
	of industries in	Nigeria		
	Nigeria.			
	2.3 Explain the vital			
	factors for the sitting			
	of industries.			
	2.4 Explain indigenization			
	policy in Nigeria			
	2.5 Explain the impact of			
	indigenization on the			
	Nigeria economy and			
	society.			
	2.6 Outline Nigerians			
	industrial policies on			
	1990 to date			
Gene	ral Objective: 3.0 Understand	issues in population		
-6	3.1 Explain various	Explain the	Information	Discuss the
	population theories.	relevance of	materials,	implications of
	3.2 Explain population	population in	Samples of	

	dynamics and policy	enhancing the	Projects,	ŗ	population growth
	in Nigeria.	economic growth.	Reference	i	n Nigeria.
	3.3 Explain the relevance		Materials,		
	of population control		Journal		
	and its implication for		Periodicals.		
	economic growth.				
	3.4 Explain the role of				
	population				
	distribution and				
	mobility e.g.				
	• age,				
	• sex,				
	 occupational 				
	• geographical				
	e.t.c				
	in the development of				
	Nigeria.				
General	Objective: 4.0 Know the so	pcial services sector p	olicies		
7-8	4.1 Explain the basic	Describe the	Information	V	What are the
	components of	various social	materials,	f	factors responsible
	Nigerian Social	services policies	Samples of	f	for unemployment
	Development Policy.	such as National	Projects,	i	n Nigeria.
	4.2 Explain the National	Health and	Reference		
	Health and Welfare	Welfare Policy	Materials,		

Policy (NHIS, Tra	le (NHIS, Trade	Journal		Outline the
Money, etc).	Money, etc).	Periodicals.		causative factors
4.3 Explain the Nation	al			responsible in
•	al n. Explain vocational and rehabilitation policy. Explain issues in crime and its dynamics of control, e.g • corruption, • armed	Periodicals.		
	etc			

	 4.6 Explain different types of unemployment and factors responsible for labour mobility. 4.7 Explain the roles of social infrastructures in development. 	Explain different types of unemployment and factors responsible for labour mobility.				
Genera	I Objective: 5.0: Understand	the contributions of	some major Inst	titutions and Organization	ons to Economic	Development
9-10	5.1 Explain the roles of	Explain the	Information			Discuss the impact
	the following:	contributions of	materials,			of agricultural
	 Agricultural institutions in economic development: Agricultural Development Project (ADP), River Basin Development Authority (RBDA), Nigerian Agricultural Cooperative and 	major institutions and organizations towards social and economic development. • Agricultural Development Project (ADP), • River Basin Development	pictures.			institutions towards economic development. Analysis the roles played by social institutions in alleviating poverty in Nigeria.

Rural Development	Authority (RBDA),
Bank (NACRDB), National 	• Nigerian
Agricultural Land	Agricultural
Development	Cooperative
Authority (NALDA),	and Rural
• SMIDA,	Development
• NISRAL,	Bank
Micro Finance	(NACRDB),
Bank, etc 5.2 Explain the role of the	National
following financial	Agricultural
institutions in	Land
economic	Development
development:	Authority
• World Bank,	(NALDA),
• Nigerian Bank for	• SMIDA,
Commerce and	• NISRAL,
Industries (NBCI),	• Micro
• Bank of	Finance
Agriculture	Bank, etc
(BOA)	
5.3 Explain the roles of	
social institutions in	

	the development:					
	National					
	Directorate of					
	Employment					
	(NDE),					
	Family Economic					
	advancement					
	Programme					
	(FEAP),					
	• Mortgage Bank,					
	• PTF,					
	• NAPEP,					
	• Trade money,					
	• N-power,					
	Market money,S-power, etc					
Genera	I Objective: 6.0: Understand	the role of Local Go	vernments in so	cio- economic policy fo	rmulation and im	plementation
11-12	6.1 Explain the	Explain local	Information			Analysis the roles
	constitutional	government	materials,			played by local
	provisions for the	contributions in	Samples of			government in
	local government	the formulation of	Projects,			providing socio
	system.	socio and	Reference			economic policies
	6.2 Explain the	economic	Materials,			towards the
	relationship among	development	journal and			development of
	the various tiers of	policies.	periodicals.			Nigeria.
		1				

	government in social	List the various			
	and economic policy	exclusive and			
	formulation and	participatory			
	execution.	functions of the			
	6.3 Explain the various	local			
	exclusive and	governments.			
	participatory functions	Explain the key			
	of the local	roles local			
	governments.	governments play			
	6.4 Explain the key roles	in social and			
	local governments	economic			
	play in social and	development.			
	economic				
	development.				
General	Objective: 7.0 Understand	the politics of revenu	e allocation in N	Vigeria	
13-14	7.1 Explain the concepts	Describe the	Information		Resource control
	of revenue allocation.	politics of revenue	materials,		is an issue in
	7.2 Explain the history of revenue allocation in	allocations and the	Samples of		Nigeria, Discuss it
	Nigeria.	guiding principles	Projects,		within the contests
	7.3 Explain the guiding	for revenue	Reference		of revenue
	principles for revenue allocation in Nigeria.	allocation in	Materials,		allocation.
	7.4 Identify the problems	Nigeria.	Journal		
	of revenue allocation		Periodicals.		
	in Nigeria.				

Programme: National Diploma in Public Administration								
Course: E-Governance	Code: PAD 224	Credit Unit: 3						
	Credit Hour: 3 Hours	Theoretical: 3hours/week						
Year: II Semester: II	Pre-requisite	Practical: 0hours/week						
Goal: This course is designed to enable students	have knowledge and skills of Information Te	echnology used in governmental						
agencies for efficient service delivery.								
General Objectives: On the completion of the c	ourse, students should be able to:							
1.0 Appreciate the concept of e-governance	echnology and its importance for efficient ser	rvice delivery;						
2.0 Know the type of e-governance services	and models;							
3.0 Appreciate the potential benefits of e-gov	vernance to key stakeholders;							
4.0 Know the technologies for the delivery of	f e-governance services;							
5.0 Understand the relevance of e- governan	ce mechanisms as a strategy for fighting corru	ption in Nigeria's public service						
6.0 Understand the application of e-governar	nce techniques in developing public policies;							

Progra	mme: National Diploma in I	Public Administrati	on				
Course	: E-Governance		Code: PAD 22	24	Credit Unit: 3		
			Credit Hour:	3 Hours	Theoretical:		
Year:			Pre-requisite			hours/week	
	This course is designed to enal		wledge and skill	s of Information Tech	nology used in	governmental	
5	s for efficient service delivery				0.001.1		
Genera	Il Objective: 1.0 Appreciate t Theoretical Content	he concept of e-gove	rnance technolog	Practical Content	for efficient ser	vice delivery.	
Week	Specific Learning	Teacher's	Resources	Specific Learning	Teacher's	Evaluation	
WEEK	Outcomes	Activities	Resources	Outcomes	Activities		
1-2	1.1 Explain the concept of	Explain the of e-	Information			Differentiate	
	e-governance	governance and	materials,			between e-	
	technology.	principles and its	Samples of			government and e-	
	1.2 Distinguish between e-	objectives	Projects,			governance.	
	Government and e-		Reference				
	Governance.		Materials,				
	1.3 Explain the Principles		Journal				
	of e-governance and		Periodicals.				
	objectives.						
Genera	I Objective: 2.0 Know the ty	pes of e-governance	services and mo	dels		<u> </u>	
3-4	2.1 Explain the different	Discuss the	Information			Critically discuss	
	stages of evolution of	evolution of e-	materials,			the development of	
	e-Governance services	governance	Samples of			e-governance	
	(models of e-	services and	Projects,			models and its	

governance ser	vice explain its	Reference	relevant in
delivery)	challenges	Materials,	enhancing to the
2.2 Describe the c	urrent	Journal	service delivery.
development m	nodels	Periodicals.	
of e-governanc	e		
services.			
2.3 Compare the			
similarities amo	ong the		
models of e-			
governance ser	vices.		
2.4 Compare the			
differences amo	ong the		
models of e-			
governance ser	vices.		
2.5 Describe the			
challenges that	limit		
delivery of e-			
governance ser	vices in		
Nigeria.			
2.6 Explain the var	rious		
technologies ar	nd		
mechanism of			

	developing online governance services				
Gener 5-6	governance services ral Objectives: 3.0 Appreciate 3.1.State the benefits of adopting e-governance for all key stockholders. 3.2.Identify the benefits of e-governance services to Citizens, businesses and government agencies. 3.3.Explain the types of e- governance services: • Government to Citizens (G2C) • Government to Employees (G2E) • Government to	the potential benefits Explain the types of e-governance services: Government to Citizens (G2C) Government to Employees (G2E) Government to Business (G2B) Government to Government to Government (G2G)	of e-governance Information materials, Samples of Projects, Reference Materials, Journal Periodicals.	e to key stakeholders	Analysis the relevance of e- governance services to the development of Nigeria economy.
	 Business (G2B) Government to Government (G2G) 	Explain benefits of e-governance			

	 3.4. Explain the benefits of implementing e-government services. 3.5.Identify the determinants for successful e-governance in Nigeria. e.g Leadership, Manpower planning, Network availability, Business climate, enabling laws, People, Resources, Technology, Process 	services to Citizens, businesses and government agencies.			
Genera	al Objective: 4.0 Know the tee	chnologies for the del	ivery of e-gover	nance services	
7-8	State the technologies and mechanisms that enable governments to	Discuss how e- governance technologies can be effectively deployed to	Information materials, Multimedia. Information materials,		Outline possible solutions to address the challenges of e- governance service delivery in Nigeria.

	deliver online	provide efficient	Samples of		
	services.	service delivery.	Projects,		
•	services. Describe the implementation and management of effective e-governance projects by addressing some successful projects. Explain ways e- governance can be effective and efficient using case studies of specific projects in Nigeria. Explain the challenges hindering the implementation of efficient e-governance services e.g. • inadequacy of Information and Communication Technology (ICT) infrastructure, • Privacy,	Elaborate on the challenges hindering the implementation of efficient e- governance services (e.g. inadequacy of Information and Communication Technology (ICT) infrastructure, privacy, Security, policy regulation issues, Illiteracy and cultural barrier, etc)	Projects, Reference Materials, journal and periodicals		

	• Security,					
	Policy regulation					
	issues,					
	• Illiteracy and					
	cultural barrier, etc					
	• Outline mechanisms					
	that government may					
	use to avoid possible					
	challenges that may					
	hinder the progress of					
	online services such as					
	• Hyper –					
	Surveillance					
	High cost,Inaccessibility,					
	Misleading and					
	false sense of					
	Transparency					
	• Digital divide.					
Gener	al Objective: 5.0 Understand	the relevance of e- go	vernance mecha	hisms as a strategy fo	r fighting corrupt	tion in Nigeria's
public	service				F	
9-10	4.1 Explain e-governance	Discuss various	Information			Enumerate the
	as a tool in fighting	tools in fighting	materials,			advantages of using
	corruption in Nigeria	corruption and	Samples of			e-governance
	• Tracking devices,	enhancing	Projects,			mechanisms in the

• surveillances,	transparency and	Reference		fight against
• cameras,	accountability in	Materials,		corruption in
• software	the Nigeria public	journal and		Nigeria.
application, etc	service	periodicals.		
4.2 Explain the impact of	Explain the roles			
e-governance in	of e-governance			
enhancing	institutions in			
transparency and	fighting and			
accountability in the	providing tools to			
Nigeria public service.	combat corruption			
4.3 Explain the roles of e-	in Nigeria e.g			
governance	National			
institutions in fighting	Information			
and providing tools to	Technology			
combat corruption in	Development			
Nigeria e.g	Agency			
National				
Information				
Technology				
Development				
Agency (NITDA),				
• Nigeria				
Communication				

	Commission					
	(NCC),					
	• Economic and					
	Financial Crimes					
	Commission					
	(EFCC),					
	• Independence					
	corrupt practices					
	commission					
	(ICPC)					
	National space					
	research and					
	development					
	agency					
	(NASRDA),					
	4.4 Explain the impact of					
	e-governance					
	mechanisms in					
	fighting corruption in					
	Nigeria.					
Genera	al Objective: 6.0 Understand	the application of e-go	overnance techn	jaues in developing p	ublic policies.	
11-12	6.1 Explain the process of	Discuss the	Textbooks,		Pointes.	Explain the use of
	policy making using	relevance of e- governance techniques in	Multimedia.			e-governance in

E-governance	developing public		promoting e-
techniques.	policies and e-		democracy
 6.2 Explain how e- governance can enhance the Participation in public policy making. 6.3 Describe major policies issues involving e- governance - Democracy, Social equity, Digital Divide, privacy and security issues. 	governance can enhance the Participation in public policy making.		

Programme: National Diploma in Public Administr	ation								
Course: Public Service Rules and Regulations	Code: PAD 225	Credit Unit: 2							
	Credit Hour: 2 Hours Theoretical: 2 Hours								
Year: II Semester: II	Pre-requisite	Practical: 0 Hours							
Goal: This course is designed to acquaint students with	various rules and regulations	of the civil service in Nigeria							
General Objectives: On the completion of the course, studer	ts should be able to:								
1.0 Appreciate the historical development of civil servi	ce and public service;								
2.0 Understand the organization of public service									
3.0 Comprehend the principles guiding the operation of	f the public service								
4.0 Appreciate the rules governing public service									
5.0 Know the various types of leaves in the public serv	ice								
6.0 Appreciate gratuity and pension rules									
7.0 Appreciate disciplinary procedures in the public ser	vice								
8.0 Understand the role of the civil service union in the	development of the public serv	vice							

.

	mme: National Diploma in Publ					•
Course	e: Public Service Rules and Regu	llations	Code: PAD 225		Credit Unit:	
			Credit Hour: 2 Hours		Theoretical:	
Year:		• . • • • •	Pre-requisite		Practical:	0 Hours
Genera	al Objective: 1.0 Appreciate the h	istorical developm	ent of civil service and publ	ic service;		
Week	1 0	Teacher's	Resources	Specific	Teacher's	Evaluation
	Outcomes	Activities		Learning	Activities	
1.0				Outcomes	\$	D
1-2	1.1 Define Civil Service	Explain the	Information materials,			Distinguish the
	1.2 Explain the role of the civil	concepts of	Samples of Projects,			differences
	service	civil and public	Reference Materials,			between civil
	1.3 Define Public Service	service	journal and periodicals.			service and public
	1.4 Explain the role of the					service
	public service	Explain the				
	1.5 Differentiate between civil	historical				Compare and
	service and public service	development of				contracts the
	1.6 Explain the civil service in	civil service				operations of civi
	traditional government and	/public service				service during
	administration among:					colonial
	Hausa, Fulani, Igbo, Binis,					government and
	Efik and Yoruba before					post- independen
	British colonial rule in					Nigeria.
	Nigeria					

	1.7 Explain the operations of				
	civil service during the				
	colonial period				
	1.8 Explain the civil service in				
	post-colonial Nigeria				
Gener	al Objective: 2.0 Understand the o	organization of pub	lic service		
3-4	2.1 Explain the role and	Discuss various	Information materials		Discuss the role
	functions of	administrative			and functions of
	the administrative class	classes in			the administrative
	2.2 Explain the role and	relation to the			class as it affects
	functions of the executive	development of			the progress of the
	class	Civil			Nigeria civil
	2.3 Explain the role and	service/Public			service
	functions of the clerical	service in			
	class	Nigeria.			
	2.4 Explain the roles and				
	functions of the operative				
	class				
	2.5 Examine the role of the				
	professionals' class				

Gener 5-6	ral Objective: 3.0 Comprehend the			Energine (1
3-0	3.1 Explain the principles of	Explain the	Information materials,	Examine the
	neutrality as it applies to	basic principles	Samples of Projects,	principles guiding
	the civil/public service	guiding the	Reference Materials,	civil service
	3.2 Explain the principles of	operations of	journal and periodicals.	operations.
	impartiality as it applies to	civil and public		
	the civil/public service	service		
	3.3 Explain the principles of			
	anonymity as it applies to			
	the civil/public service			
	3.4 Explain the principles of			
	permanence as it applies			
	to the civil/public service			
Gene	ral Objective: 4.0 Appreciate the r	ules governing pub	lic service	
7-8	4.1 Explain control within the	Discuss various	Information materials	Analyse the
	hierarchy of the civil and	means of civil		various
	public service:	service and	Public Service Rules.	disciplinary
	• Promotion;	public service		measures that can
	• Discipline.	control		be taken against
	4.2 Explain external control of			an erring civil
	the civil and public service:			servant.
	• Exposure of civil and			
	public service			
	bureaucracy by			

	members of parliament /					
	L L					
	legislature					
	• Control by					
	administrative courts,					
	tribunals and public					
	complaints commission,					
	etc					
	Control through					
	appointments of					
	permanent secretary,					
	heads of service,					
	secretary to government					
	and					
	ministers/commissioners					
Genera	I Objective: 5.0 Know the various t	types of leaves in t	he public service	1	I	
9-10	5.1 Explain annual leave	Explain various	Information materials,			Differentiate
	5.2 Explain study leave/ in	types of leave	Samples of Projects,			between leave of
	service training and	approved by	Reference Materials,			absence and
	development	government.	journal and periodicals.			annual leave
	5.3 Explain leave of absence		Public Service Rules and			
	5.4 Explain maternity leave	Explain	Regulations.			Analysis the
	5.5 Explain casual leave	difference types				differences
	5.6 Explain examination leave	of appointment				between contract
	and sporting contest leave					appointment and

	5.7 Explain secondment leave	in civil and			permanent and
	Sabbatical leave, etc	public service.			pensionable
	5.7 Explain the concepts of				appointment
	permanent and pensionable				
	appointments				
	5.8 Explain temporary				
	appointments				
	5.9 Explain contract				
	appointments				
	5.10 Explain probationary				
	appointments				
	5.11 Explain casual				
	appointment				
	5.12 State differences among				
	secondment, transfer,				
	posting etc				
Genera	al Objective: 6.0 Appreciate gratui	ty and pension rule	es	I	
11-12	6.1 Explain gratuity and	Explain gratuity	Information materials,		Compare and
	pension	and pension	Samples of Projects,		contrast the old
	6.2 Examine the conditions	scheme	Reference Materials,		pension scheme
	under which gratuity is		journal and periodicals.		with the new
	paid in the public service		Public Service Rules and		contribution
			Regulations.		pension scheme.

	6.3 Explain the condition				
	under which pension is				
	paid				
	6.4 Explain contract addition				
	-				
	and contract gratuity in the				
	public service				
	6.5 Describe the new pension				
	acts (Contributing pension				
	scheme 2004)				
	6.6 Explain The roles of				
	Pension fund administer				
	(PFA) in the management				
	of pension funds				
Genera	al Objective: 7.0 Understand disci	plinary procedures	in the public service		
13-14	7.1 Explain the following	Explain the	Textbooks,		Discuss the
	terms:	various internal	Government documents.		effectiveness of
	• dismissal,	disciplinary	Public Service Rules and		disciplinary
	• termination,	procedures in	Regulations.		measures in the
	• suspension,	the civil and			performance of
	 compulsory 	public service.			civil and public
	• retirement,	Explain			servant
	• voluntary retirement,	condition for			
	• interdiction, etc	dismissal from			

7.2 Explain conditions for	civil and public
dismissal from civil and	service
public service	
7.3 Explain termination of	Explain
appointment	termination of
7.4 Explain the issues of	appointment
suspension from work	
7.5 Explain the issues of	Analyze the
compulsory retirement from	issues of
service	suspension
7.6 Explain the importance of	from work.
the following in the civil	
and public service:	Explain the
• Verbal and written	issues of
query	compulsory
• Verbal and written	retirement from
warning	service.
Annual performance	
evaluation Reports	Analyze the
(APERS)	importance of
• Demotion in rank and	the following in
pay	the civil and
7.7 Explain the following	public service
terms:	

 • dismissal,	Verbal and
• termination,	written query
• suspension,	
• compulsory retirement,	Verbal and
• voluntarily retirement,	written warning
• interdiction, etc.	Annual
7.8 Explain conditions for	evaluation
dismissal from civil and	Reports
public service.	(APERS)
7.9 Explain termination of	
appointment	
7.10 Explain the issue of	
suspension from work	
7.11 Explain the issues of	
compulsory retirement from	
service.	
7.12 Explain the importance	
of the following in the civil	
and public service.	

Genera	al Objective: 8.0 Understand the ro	ole of the civil serv	vice union in the developmen	t of the publi	c service	
15-16	8.1 Explain the effects of	Discuss various	Information materials,			Discuss the impact
	political instability on the	problems	Samples of Projects,			of nepotism as its
	civil and public service	affecting	Reference Materials,			affect the
	8.2 Explain how corruption	effective	journal and periodicals.			performance of
	affects the civil and public	service delivery				civil and public
	service	in Nigeria.				service
	8.3 Explain the poor reward	Explain the				Analysis the
	punishment system of the	various				contributions
	civil and public service	contributions of				made by labour
	8.4 Explain the concepts of	labour union for				union towards the
	"god fatherism" religionism,	the				effectiveness of
	ethnicism, sexual	improvement of				civil service
	harassment, favoritism	civil and				performance in
	and statism, etc	service				Nigeria
	8.5 Explain the problem of	performance in				
	poor communication	Nigeria.				
	system in the					
	civil and public service					
	8.6 Identify the effects of the					
	problems of government					

tapism in the civil and public serviceImage: Comparison of the civil and public service8.7 Define labour union.8.8 Explain its role and functions8.9 dentify its importance in the	bureaucracy and red	bureauc	bureaucracy a	d red			
8.7 Define labour union. 8.8 Explain its role and functions	tapism in the civil and	tapism in th	tapism in the civi	and			
8.8 Explain its role and functions	public service	public servi	public service				
functions	8.7 Define labour union.	Define labou	Define labour unio				
	8.8 Explain its role and	Explain its r	Explain its role an				
8.9 dentify its importance in the	functions	functions	functions				
	8.9 dentify its importance in the	dentify its in	dentify its importa	ce in the			
development of the civil and	development of the civil and	developmen	development of th	civil and			
public service	public service	public servic	public service				

LIST OF EQUIPMENT IN THE RESOURCE CENTER FOR THE PROGRAMME:

- 1. Overhead Projectors 1no
- 2. Public Address System
- 3. Audio Visual Equipment,
- 4. Slide Projectors
- 5. Colored T.V.
- 6. Cine Cameras 2 no.
- 7. Constitution
- 8. Public Service Rules
- 9. Journal
- 10.Samples of Projects,

PARTICIPANTS AT THE CURRICULUM REVIEW WORKSHOP FOR ND/HND PUBLIC ADMINISTRATION AND MANAGEMENT FROM 14TH TO 18TH JUNE, 2021

S/N	NAME	ADDRESS	PHONE NO./E-MAIL
1.	Mal. Shehu Usman Adamu	Public Admin. Department Kaduna	
		Polytechnic,	shehuadamuzariya@gmail.com
		Kaduna	
2.	Mr. Oladepo K. Adebowale	Public Admin. Department,	
		The Polytechnic,	adeykaz@yahoo.com
		Ibadan (Rep. Chartered Institute of	
		Local Government and Public	
		Administration of Nigeria	
		(CILPAM)	
3.	Mal. Baba Shehu	Public Admin. Department,	
		Fed. Polytechnic,	shehualhajibaba@gmail.com
		Bida	
4.	Mal. Abdullahi Ibrahim Shehu	Public Admin. Department,	
		Nuhu Bamali Polytechnic,	abdullahiishehu@gmail.com
		Zaria	
5.	Mr. Lawrence O. Ekhaiakhu	Public Admin. Department,	
		Kaduna Polytechnic,	lawekha@gmail.com
		Kaduna	
6.	Igwe Izuchukwu	Fed. Polytechnic,	
		Oko	izuuigwe@gmail.com

	NBTE STAFF		
1.	Prof. Idris M. Bugaje	Executive Secretary NBTE, Kaduna	es@nbtegov.ng
2. 3.	Engr. Usman Danjuma Jibrin	Director, Academic Planning, Research and Stat. & ICT	ujdanjuma@gmail.com
4.	Garba M. Nalado	Deputy Director, PSD, NBTE, Kaduna	gmnalado@gmail.com
5.	Dr. Fatima K. Umar	Deputy Director, (Curriculum) NBTE, Kaduna	fatikmama@yahoo.com
6.	Jacob A. Abang	NBTE, Kaduna	jakeabang@gmail.com
7.	Adesina Oluodo, mniob	Chief Prog. Officer, (Envi. Tech. Div.) NBTE, Kaduna	aoluodo@yahoo.com
8.	Umar Ahmed Mayanchi	NBTE, Kaduna	umar2576@gmail.com
9.	Hassan Aliyu	NBTE, Kaduna	galadimauba@gmail.com
10.	Grace O. Adama	NBTE, Kaduna	graceodji@gmail.com
	SECRETARIAT		
12.	Mrs. Jummai Haruna	Assistant Chief Confidential Secretary, NBTE, Kaduna	zagizagibaby@gmail.com
13.	Mrs. Rabi Sani	Principal Data Processing Officer, NBTE, Kaduna	rabohio1@gmail.com
14.	Mal. Mustafa Aminu	Executive Officer, NBTE, Kaduna	mustafarimi@yahoo.com

NATIONAL BOARD FOR TECHNICAL EDUCATION



HIGHER NATIONAL DIPLOMA (HND)

IN PUBLIC ADMINISTRATION

CURRICULUM AND COURSE SPECIFICATIONS

JUNE, 2021

GENERAL INFORMATION HND IN PUBLIC ADMINISTRATION PROGRAMME

1.0 **TITLE OF THE PROGRAMME:** The title of the programme is **Higher National Diploma Public** Administration

2.0 Goal and Objectives of the Programme

Goal: The Higher National Diploma (HND) programme in Public Administration is intended to produce high-level manpower with functional administrative knowledge and skills required in the public and private sector.

Objectives:

On completion of the Programme, the grandaunts should be able to:

- 1. Take part in the administration and socio-economic variables of public affairs
- 2. Identify problems militating against a efficient performance in the management of public sector business
- 3. Proffer solution to the problems of corruption and all other limitations.
- 4. Appreciate the art of governance at local, state and federal levels
- 5. Appreciate local government financial memorandum as well as the financial instruction of the state.
- 6. Fit appropriately into a chosen career in accordance with the new civil service reforms
- 7. Equipped with employable administrative skills in the 21st Century.

3.0 ENTRY REQUIREMENTS

The general entry requirements for the HND in Public Administration programme include:

- a. All the requirement for the National Diploma (ND) in Public Administration with a minimum of lower credit pass (CGPA) of 2.50 and above obtained from an NBTE accredited programme plus a minimum of one year Post-ND cognate work experience in Public Administration
- b. In exceptional cases, the ND diplomates with a pass grade (CGPA) 2.0 2.49) in the ND examination that had two or more years of cognate work experience may be considered for admission into the programme. However, the number of candidates should not be more than 10% of the total student intake in each class.

4.0 STAFFING REQUIREMENT

4.1 Headship of the Department

The HOD should be at least a Senior Lecturer who has a minimum of second Degree in Public Administration. He should have at least 5 years cognate experience and must be registered with relevant professional body.

4.2Core Teaching Staff

At the point of mounting the programme, there should be a minimum of four Lecturers who should spread from Lecturer II and above with first/second degrees (BA/MA,) in Public Administration.

4.3Technical Staff

These are technically qualified staff not involved in direct lecturing/instructing, but who provide vital and indispensable services in all facilities used in the implementation of the programme.

5.0 CAREER PROSPECTS

On successful completion of the programme, the graduate of Public Administration can work in both Public and Private sector organization.

He or she can go further in his/her academic pursuit for PGDE, Masters degree in Public Administration, Management, and Political Science.

6.0 **DURATION**

The duration of the programme is two academic sessions consisting of four semesters of 17 weeks each.

7.0 CURRICULUM

7.1 The curriculum of the programme consists of four main components. These are:

General Studies/Education Foundation Courses. Professional Courses Project.

7.2 The General Education component shall include courses in:

English Language, Entrepreneurship and Citizenship Education. The General Education component shall account for not more than 10-15% of the total contact hours for the programme.

Foundation courses include courses in Economics and Computer Science. The number of hours for the courses may account for about 10-15% of the total contact hours.

Professional courses are core courses of the programme that give the student the theory and professional skills he/she needs to practice his/her field of calling at the Technologist level. These may account for between 70-80% of the contact hours.

8.0 CURRICULUM STRUCTURE

The structure of the programme consists of four semesters of classroom, and workshop activities in the institution. Each semester shall be of 17 weeks duration made up as follows:

- a. 15 weeks of teaching, i.e. instruction, practical exercise, quizzes, test, etc; and
- b. 2 weeks for examinations and registration.

9.0 ACCREDITATION

The National Board for Technical Education shall accredit the programme before the diplomates can be awarded the Higher National Diploma certificates. Details about the process of accrediting a programme for the award of the Higher National Diploma are available from the office of the Executive Secretary, National Board for Technical Education, Plot "B", Bida Road, P.M.B. 2239, Kaduna, Nigeria.

10.0 AWARD OF HIGHER NATIONAL DIPLOMA

10.1 Conditions for the award of Higher National Diploma include the following:

a. satisfactory performance in all prescribed course work, which may include class work, tests, quizzes.

b. Workshop practice, laboratory work and fieldwork.

c. Satisfactory performance at all semester examinations.

d. Satisfactory completion of final year project work.

Normally, for all courses including final year project work, continuous assessment contributes 40%, while semester examinations and project reports are weighted 60% to make a total of 100%. For Seminar presentation, Continuous assessment contributes 30%, while Seminar reports are weighted 70% to make a total of 100%.

10.2 Higher National Diploma should be awarded in four classes:

- a. Distinction CGPA of 3.50 and above
- b. Upper Credit CGPA of 3.0 3.49
- c. Lower Credit CGPA of 2.50 2.99
- d. Pass CGPA of 2.00 2.49.
- **10.3** Grading of Courses:Courses shall be graded as follows:

MARKED RANGE	LETTER GRADE	WEIGHTING
75% and above	А	4.00
70%-74%	AB	3.50
65% - 69%	В	3.25
60% - 64%	BC	3.00
55% - 59%	С	2.75
50% - 54%	CD	2.50
45% - 49%	D	2.25
40% - 44%	E	2.00
Below 40%	F	0.0

11.0 GUIDANCE NOTES FOR TEACHERS

- **11.1** The new curriculum is drawn in unit courses. This is in keeping with the provisions of the National Policy on Education which stress the need to introduce the semester credit units which will enable a student who so wishes to transfer the units already completed in an institution of similar standard from which he/she is transferring.
- **11.2** In designing the units, the principle of the modular system by product has been adopted, and each of the professional modules, when completed provides the student with technologist operative skills, which can be used for employment purposes or self-reliance.
- **11.3** As the success of the credit unit system depends on the articulation of programmes between the institutions and industry, the curriculum content has been written in behavioral objectives, so that it is clear to all the expected performance of the student who successfully completed some of the courses or the diplomates of the programme. This is slight departure in the presentation of the performance based curriculum which requires the conditions under which the performance is expected to be carried out and the criteria for the acceptable levels of performance. It is a deliberate attempt to further involve the staff of the department teaching the programme to write their own curriculum stating the conditions existing in their institution under which performance can take place and to follow that with the criteria for determining an acceptance level of performance.

The Academic Board of the institution may vet departmental submission on the final curriculum. Our aim is to continue to see to it that a solid internal evaluation system exists in each institution for ensuring minimum standard and quality of education in the programmes offered throughout the Polytechnic system.

11.4 The teaching of the theory and practical work should, as much as possible, be integrated. Practical exercises, especially those in professional courses and laboratory work should not be taught in isolation from the theory. For each course, there should be a balance of theory to practical in the ratio of 50:50 or 60:40 or the reverse.

12.0 PRACTICAL LOGBOOK

A personal Logbook to be kept by each student shall contain all the day-to-day, weekly summary, and semester summary of all the practical activities from day one to the end of the programme. This is to be checked, marked, endorsed and recorded by the lecturers/technologists concerned at the end of every week.

13.0 FINAL YEAR PROJECT

Final year students in this programme are expected to carry out a project work. This could be on individual basis or group work of not more than two students per group, but reporting must be undertaken individually. The project should, as much as possible

incorporate basic elements of design, drawing and complete fabrication of a marketable item or something that can be put to use. Project reports should be well presented and should be properly supervised.

The departments should make their own arrangement of schedules for project work.

14.0 MANDATORY SKILLS QUALIFICATION (MSQ) FOR HIGHER NATIONAL DIPLOMA (HND) PROGRAMMES

MSQ is a four (4) credit unit course spanning across two semesters of a programme totaling (8) which requires the student to Learn a hands-on skill qualification either relevant or related to his/her area of study.

It is mandatory for HND graduates to acquire certification from appropriate awarding body of Nigerian Skills Qualification or Any equivalent proprietary bodies. This policy of the Board requires that student should not be allowed to graduate without Obtaining certification in the skill area they chose as a compulsory graduating requirement.

The MSQ is aimed to add value to all TVET graduates towards dual certification by way of obtaining a HND certificate and Additional skills qualification to meet local and global demand for skilled labour.

CURRICULUM TABLE

HND I SEMESTER ONE

COURSE CODE	COURSE TITLE	L	Р	CU	СН
PAD 311	Administrative Theory and Practice	2	-	2	2
PAD 312	Development Administration I	3	-	3	3
PAD 313	Public Financial Management	3	-	3	3
PAD 314	Nigerian Government and Administration	3		3	3
PAD 315	Constitutional Law	2	-	2	2
PAD 316	Organizational Behavior	2	-	2	2
LGS 103	Introduction to Local Government Finance	2	-	2	2
GNS 311	International Relations	2	-	2	2
GNS 301	Use of English III	2	-	2	2
TOTAL		21	-	21	21

HND I SEMESTER TWO

COURSE CODE	COURSE TITLE	L	Р	CU	СН
PAD 321	Principles and Practice of Cooperatives	2	-	2	2
PAD 322	Development Administration II	3	-	3	3
PAD 323	Research Methods	2	-	2	2
PAD 324	Local Government Administration	3	-	3	3
PAD 325	Administrative Law	2	-	2	2
PAD 326	Public Personnel Management	3	-	3	3
PAD 327	Mandatory Skill Qualification	-	4	4	4
LGS 301	Advanced Local Government Finance	2	-	2	2
GNS 302	Communication in English III	2	-	2	2
ENT 326	Practice of Entrepreneurship I	2	2	2	4
TOTAL		21	6	25	25

HND II SEMESTER ONE

COURSE CODE	COURSE TITLE	L	Р	CU	СН
PAD 411	Rural Development	3	-	3	3
PAD 412	Comparative Local Government	3	-	3	3
PAD 413	Statistics for Administration	3	-	3	3
PAD 414	Industrial Relations	3	-	3	3
PAD 415	E-Governance	2	-	2	2
PAD 416	Public Policy Making and Analysis	3	-	3	3
PAD 417	Mandatory Skills Qualification II	0	4	4	4
ACC 417	Public Sector Accounting	2	-	2	2
GNS 401	Use of English IV	2	-	2	2
ENT 416	Practice of Entrepreneurships II	2	2	4	4
TOTAL		23	6	29	29

HND II SEMESTER TWO

COURSE CODE	COURSE TITLE	L	Р	CU	СН
PAD 421	Public Enterprises Management	3	-	3	3
PAD 422	Project	-	-	4	-
PAD 423	Nigerian Foreign Policy	2	-	2	2
PAD 424	Comparative Public Administration	3	-	3	3
PAD 425	Workshop in Administration	3	-	3	3
PAD 426	Budget & Budgeting in Nigeria	2	-	2	2
ACC 416	Peace and Conflict Resolution	2	-	2	2
TOTAL		17	2	23	19

HIGHER NATIONAL DIPLOMA IN PUBLIC ADMINISTRATION HND 1 – 1st SEMESTER

•

Course: Administrative Theory and Practice	nistrative Theory and Practice Code: PAD 311 Credit Unit: 2							
	Credit Hour: 2	Theoretical: 2 Hours						
Year: 1 Semester: I	Pre-requisite:	Practical: 0 Hour						
Goal: This course is designed to acquaint students with the concept and practices in administration and the major values that govern administrative behavior								
General Objectives: On the completion of the cou	rse, students should be able to:							
1.0 Appreciate the functions of theory in public ad	ministrative practices.							
2.0 Differentiate among the Classical, Neo-Classical and Modern principles.								
2.0 Differentiate among the Classical, Neo-Classic	al and Modern principles.							
2.0 Differentiate among the Classical, Neo-Classic3.0 Identify the various principles and processes of								
C ·	f decision-making.							
3.0 Identify the various principles and processes of	f decision-making. ion-making.							

Progra	mme: Higher National Dipl	oma in Public Admin	istration				
Course	: Administrative Theory an	d Practice	Code: PAD 311		Credit Unit	t: 2	
			Credit Hour: 2	Theoretica		al: 2 Hours	
Year: 1			Pre-requisite:		Practical:	0 Hour	
	This course is designed to acq strative behavior	uaint students with the	concept and practic	ces in administration ar	nd the major va	alues that govern	
Genera	al Objective: 1.0 Appreciate	the functions of theor	y in public admin				
	Theoretical Content			Practical Content			
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Evaluation	
1	1.1 Define theory	Explain the concept,	White			Explain the concept	
	1.2 Explain the concept	importance and	Board/Marker,			of theory as it is	
	of theory as related	origin of	Projects			used in Public	
	Public	Administrative	accessories,			Administration and	
	Administration.	Theory to Public	relevant text			the importance of	
	1.3 Explain the	Administration.	Books,			public	
	importance of theory		Journals			Administrative	
	to Public		internet			theory.	
	Administration.		facilities.				
	1.4 Explain the origin of						
	Administration						
	theory.						
	al Objective: 2.0 Differentiate	e among the Classical,	Neo-Classical and	Modern principles.		-	
23	2.1 Explain the Scientific	Expatiate on the	White			Explain the various	
	Management	various	Board/Marker,			Administrative	
	Principle.		Projects and			principles.	

2.2 Explain the	Administrative	accessories, and		
Administrative	theories.	relevant text		Explain differences
principles (e.g. Henri		Books, Journals		between
Fayol's 14 Principles)	State the merit and	and internet		Bureaucratic,
2.3 Explain the	un-demerit of	facilities.		Human Relation
Bureaucratic	bureaucratic set up.			and General
principles (Max				System Theories.
Weber)	Explain the			
2.4 Enumerate the	following			
elements of	Administrative			
bureaucracy.	principles;			
2.5 List the merits and	Bureaucracy,			
demerits of a	Human Relations,			
bureaucratic set-up.	General System etc.			
2.6 Critique the Weberian				
model of bureaucracy	Discuss the			
(e.g. Sala Model)	differences between			
2.7 Explain bureaucracy	the Classical, Neo-			
as a process of	classical and			
administration in	Modern			
Nigeria.	Administrative			
2.8 Explain the principles	Theory.			
of formal				
organization.				

	2.9 Explain the Human				
	Relations principles.				
	2.10 Explain the				
	behavioral				
	Principles.				
	2.11 Explain the General				
	Systems Principles.				
	2.12 Explain the				
	differences among				
	the Classical, Neo-				
	Classical and				
	Modern Principles.				
Gener	al Objective: 3.0 Identify the	Principles and Process	es of Decision-mak	ting	
4	3.1 Explain the Decision-	Explain the	White		Explain the
	Making Principles.	principles of	Board/Marker,		principles of
	3.2 Analyze the processes	decision-making	Projects		decision-
	of decision-making.	and its stages.	accessories,		making.
			relevant text		Enumerate the
			Books,		stages of decision-
			Journals		making.
			internet		
			facilities.		

Conoro	I Objective: 4.0 Outline the	various problems invol	und in decision ma	king	
Genera 5	4.1 Explain the	Bring out the	White	iking	Explain the
	environmental factors	various	Board/Marker,		environmental
	which influence	environmental	Projects and		factors that affect
		factors that affect	5		
	decision-making.		accessories, and		decision-making.
	4.2 Analyze the problems	decision-making	relevant text		
	involved in decision-	and describe the	Books, Journals		State the problems
	making in Nigeria.	problems and	and internet		and solution of
	4.3 Suggest solutions to	possible solutions.	facilities.		decision-making.
	problems identified in				
	4.2 above.				
Genera	I Objective: 5.0 Understand	values and ethics of pu	blic administration		
6-7	5.1 Explain the value in	Explain the value in	Text books		Define the role of
	public Administration	public			any institutional
		Administration			mechanism in
	5.2 State the importance	List out the	Documents		enforcing ethical
	of value in work	importance of value	Reference		con duct in the
	places.	in work places	Materials,		public service
	5.3Explain meaning and	Give meaning and	Internet		Describe the
	purpose of ethics	purpose of ethics			activities of the
	5.4Define Administration	Define			institutional

ethics.	Administration	mechanism for
5.5Explain the	ethics.	enhancing
importance of ethics		behavior in Nigeria
in public		public
Administration'		administration as
5.6 Explain		listed:
institutionalizing		• Economic and
ethics in public		Financial,
administration.		Crime
5.7Outline ethical	Outline ethical	Commission,
theories justice theory	theories justice	• The code of
by john Rawl	theory by john	Conduct
institutionalism	Rawl	Tribunal,
Manuals kant ethics	institutionalism	Public
theory,	Manuals kant	complaints
5.8 Explain ethics	ethics theory,	Commission,
Education in public		• Independent
administration'		Corrupt
5.9 Describe the activities	Explain the existing	practices, and
of the institutional	institutional	other related
mechanism for enhancing	Mechanism for	offences
behavior in Nigeria public	enhancing behavior	Commission
administration as listed:	in Nigeria public	(ICPC)
• Economic and	Administration	• Budget

Financial, Crime	(BMPIU)		Monitoring
commission,			and price
• The code of			Intelligence
conduct Tribunal,			Unit(BMPIU)
Public Complaints			
Commission,			
independent			
Corrupt Practices,			
and other related			
offences			
Commission			
(ICPC) Budget			
monitoring			
Price intelligence			
unit (BMPIU)			

Programme: Higher National Diploma in Public Administration								
Course: Development Administration I	Code: PAD 312	Credit Unit: 3						
	Credit Hour: 3	Theoretical: 3hours/week						
Year: I Semester: 1	Pre-requisite	Practical: 0 hours/week						
Goal: This course is designed to familiarize students v	Goal: This course is designed to familiarize students with the multi-dimensional aspects of administration at Local, State and Federal							
levels, and the Systematic Interdependence between Adu	ninistration and the Political, Social cultural	, economic and Historical Variables.						
General Objectives: On the completion of the course, s	tudents should be able to:							
1. Understand the meaning of development and dev	velopment administration.							
2. Know the theories of development.								
2 Approximate the process of project design and imp	lamontation							
3. Appreciate the process of project design and imp	nementation.							
4. Appreciate the strategies of development admini	stration.							
5. Appreciate the problems of development administration	stration and administrative reforms							

	mme: Higher National Diple					••• •	
Course	: Development Administrat	ion I	Code: PAD 312			Credit Unit: 3	
X 7	<u> </u>		Credit Hour: 3		Theoretic		
Year: I			Pre-requisite	- 1	Practical		
	This course is designed to fam Systematic Interdependence						
	I Objective: 1:0 Understand				fine and mistor		
	Theoretical Content	6		Practical Content			
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Evaluation	
1-2	1.1 Define the concept of	Describe the	White			Give the Historical	
	development.	concept,	Board/Marker,			Development of	
	1.2 Explain the different	Approaches and	Projects and			Development	
	approaches to the	Historical	accessories,			Administration.	
	definition of	Development of	and relevant				
	development	Development	text Books,			Differentiate public	
	1.3 Explain the historical	Administration	Journals and			administration,	
	development of		internet			Development	
	development	Discuss the different	facilities.			Administration and	
	administration.	approaches to the				Administration of	
	1.4 Differentiate among	definition of				Development in the	
	public administration,	development.				Liberal, Capitalist and	
	development					Socialist perspectives.	
	administration and	Analyze the					
	administration of	historical					
	development.						

	1.5 Explain the concept of	development			
	development in both	administration.			
	the liberal, capitalist				
	and socialist	Distinguish between			
	perspectives.	public			
		administration,			
		Development			
		Administration and			
		Administration of			
		Development.			
		1			
		Describe the			
		concept of			
		development in the			
		Liberal, Capitalist			
		and Socialist			
		perspectives.			
Genera	Objective: 2.0 Know the the				
3-4	2.1 Explain the classical	Discuss various	White		Explain various
	theories of economic	theories such as	Board/Marker,		theories of economic
	development.	Classical, Neo-	Projects and		Development.
	2.2 Explain the Neo-	classical, annalistic	accessories, and		
	classical theories of	myriad and	relevant text		Describe the Rostov's
	economic	development	Books, Journals		and balanced versus

	development.	theory of	and internet		unbalanced stages of
	2.3 Explain Rostov's	Economic	facilities.		economic growth.
	stages economic	development.			
	growth.				
	2.4 Explain balanced	Analyze the			
	versus unbalanced	Rostov's and			
	growth.	balanced versus			
	2.5 Explain dualistic	unbalanced stages			
	theories.	of Economic			
	2.6 Explain Myrdal's	growth.			
	theory of backward				
	efforts.				
	2.7 Explain development				
	theories.				
Genera	al Objective: 3.0: Appreciate	the process of project	design and implem	entation.	
5-6	3.1 Explain the goals of	Give explanation	White		Describe the goals and
	project design.	on the goals and	Board/Marker,		sequential process of
	3.2 Explain the sequential	sequential process	Projects and		project design, and the
	processes of project	of project design,	accessories, and		role of middle and
	design, such as:	cost benefit	relevant text		lower level managers
	• Identification	analysis of a	Books, Journals		in managing project
	• Formulation	project.	and internet		implementation with
	• Feasibility etc.		facilities		case studies of
	3.3 explain how to				specific projects.

calculate the cost- benefits analysis of a project. Describe the role of middle and lower level Image: Sin manage: Sin middle and lower Image: Sin manage: Sin middle and lower Image: Sin managing project level managers in managing project implementation with case studies Image: Sin middle and lower Image: Sin middle and lower assign project implementation of specific projects. Image: Sin middle and lower Image: Sin managing project 3.5 Explain how to carry out case studies on specific projects. of specific projects. Image: Sin middle and lower Image: Sin manage: Sin manage project. General Objective: 4.0 Appreciate the strategies of development administration. Outline the v strategies of development Strategies of development Image: Sin manage: Sin ma	
project.lower level3.4 Explain the role of middle and lowermanagers in managing projectlevel managers in managing projectimplementationmanaging projectwith case studiesimplementation.of specific projects.3.5 Explain how to carry out case studies on specific projects.of specific projects.General Objective: 4.0 Appreciate the strategies of development administration.Outline the v strategies of7-84.1 Identify the various strategies ofWhite Board/Marker,Outline the v strategies of	
3.4 Explain the role of middle and lower managers in managing project managers in managing project level managers in managing project implementation managing project with case studies implementation. of specific projects. 3.5 Explain how to carry out case studies on specific projects. of specific projects. General Objective: 4.0 Appreciate the strategies of development administration. 7-8 4.1 Identify the various strategies of Explain the various strategies of White	
middle and lower managing project level managers in implementation managing project with case studies implementation. of specific projects. 3.5 Explain how to carry out case studies on specific projects. specific projects. General Objective: 4.0 Appreciate the strategies of development administration. 7-8 4.1 Identify the various strategies of strategies of Board/Marker, Outline the v	
level managers in implementation managing project with case studies implementation. of specific projects. 3.5 Explain how to carry of specific projects. out case studies on specific projects. Specific projects. Implement administration. General Objective: 4.0 Appreciate the strategies of development administration. 7-8 4.1 Identify the various strategies of Strategies of Board/Marker, Outline the v	
managing project with case studies implementation. of specific projects. 3.5 Explain how to carry of specific projects. out case studies on specific projects. specific projects. Image: Comparison of the strategies of development administration. 7-8 4.1 Identify the various Explain the various strategies of strategies of Board/Marker,	
implementation. of specific projects. 3.5 Explain how to carry out case studies on out case studies on specific projects. General Objective: 4.0 Appreciate the strategies of development administration. 7-8 4.1 Identify the various strategies of strategies of strategies of strategies of	
3.5 Explain how to carry out case studies on specific projects. Image: Construction of the structure of the struc	
out case studies on specific projects. out case studies on specific projects. out case studies on specific projects. General Objective: 4.0 Appreciate the strategies of development administration. out case studies of development administration. 7-8 4.1 Identify the various strategies of Explain the various strategies of White Outline the v strategies of	1
specific projects. Image: specific projects is specific projects. Image: specific projects is specific projects. Image: specific projects is specific projects. General Objective: 4.0 Appreciate the strategies of development administration. Image: specific projects is specific projects. Image: specific projects. <thimage: projects.<="" specific="" th=""> Image: specific projects. Image: specific proje</thimage:>	
General Objective: 4.0 Appreciate the strategies of development administration. 7-8 4.1 Identify the various strategies of strategies of strategies of strategies of White Outline the variation variation	
7-8 4.1 Identify the various strategies ofExplain the various Board/Marker,White Board/Marker,Outline the v strategies of	
7-8 4.1 Identify the various strategies ofExplain the various Board/Marker,White Board/Marker,Outline the v strategies of	
	rious
development development Projects and development	
administration. administration accessories, administration.	
4.2 Describe the various and relevant	
strategies of Explain the text Books,	
development differences between Journals and	
administration. the various internet	
4.3 Differentiate between strategies of facilities.	
the various strategies development	
of development administration.	
administration.	I

	4.4 Describe the	Explain the				
	millennium	millennium				
	Development Goal	Development Goal				
	and Sustainable	and Sustainable				
	Development Goals	Development Goals				
	(SDGs) as global	(SDGs) as global				
	development	development				
	strategies.	strategies.				
Genera	l Objective: 5.0 Appreciate th	he problems of develop	ment administration	on and administrative refo	rms	
9-10	5.1 Explain the	Discuss the various	White			Explain the
	administrative	administrative	Board/Marker,			administrative
	problems in	problems in	Projects and			challenges in
	developing countries.	developing	accessories,			developing Countries
	5.2 Explain the	Countries and the	and relevant			and the relationship
	relationship between	relationship between	text Books,			between Bureaucracy
	bureaucracy and	Bureaucracy and	Journals and			and development
	development	development	internet			administration
	administration.	administration	facilities.			
	5.3 Identify the limitations					Discuss the
	of bureaucracy as an	State the				Limitations of
	agent of change.	Limitations of				Bureaucracy as an
	5.4 Explain administrative	Bureaucracy as an				agent of change
	reform.	agent of change.				Reform, and Solutions
	5.5 Explain solutions to					to the various

administrative	Discuss what is		administrative
problems identified in	Administrative		challenges.
the course of	Reform and		
reforming.	Solutions to the		
	various		
	administrative		
	challenges		
	identified.		

Programme: Higher National Diploma in Public Administration								
Course: Public Financial Management	Code: PAD 313	Credit Unit: 3						
	Credit Hour: 3	Theoretical: 3 Hours						
Year: I Semester: I	Pre-requisite	Practical: 0 Hour						
Goal: This course is designed to expose students to the	e administration and control of the financial re	esources.						
General Objectives: On the completion of the course,	students should be able to							
1.0 Understand the meaning and scope of Financia	l Management.							
2.0 Appreciate the sources of Government Revenue	e and their Administration.							
3.0 Know Government Auditing.								
4.0 Understand Government Accounting processes								
5.0 Appreciate financial planning and decisions	5.0 Appreciate financial planning and decisions							
6.0 Appreciate the practice of Public Private Partne	ership							

Progra	Programme: Higher National Diploma in Public Administration								
Course	: Public Financial Managem	ent	Code: PAD		Credit Unit: 3				
				r: 3	Theoretical: 3 Hours				
Year: I			Pre-requisit		Practical: 01	Hour			
XX 7 I	Theoretical Content	T 1 9	D	Practical Content					
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Evaluation			
1	1.1 Define public financial	Explain public	White		Activities				
	management.	financial	Board/Mar						
	1.2 Explain the scope of	management.	ker,						
	public financial		Projects						
	management (e.g.	Describe the	and						
	financial planning,	scope of public	accessories						
	financial decision, etc.)	financial	, and						
	1.3 Explain and distinguish	management.	relevant						
	between public		text Books,						
	financial management	Describe and	Journals						
	and financial	differentiate	and						
	management in Private	between public	internet						
	sector.	financial	facilities.						
		management and							
		financial							

		management in		
		Public sector.		
2-3	2.1 Mention the various	Explain sources	White	Describe sources of
4	sources of funds to the	of funds to	Board/Mar	funds at the 3 tiers of
	Federal, State and	Federal, State and	ker,	Government.
	Local Government.	Local	Projects	
	2.2 Explain the tax policy	Government.	and	Explain tax policy of
	of government.		accessories	Government.
	2.3 Explain the	Describe tax	, and	
	organization, collection	policy of	relevant	Explain the
	and custody of tax	Government.	text Books,	collection and
	revenue at the		Journals	custody of revenue at
	following levels:	Describe	and	the 3 levels of
	(a) Federal	organization	internet	government in
	(b) State	collection and	facilities.	Nigeria.
	(c) Local Government.	custody of tax		Define Auditing.
	3.1 Define Auditing.	revenue at the	Nigerian	Explain the
	3.2 Explain the significance	Federal, State and	Constitutio	significance of
	of Auditing.	LG. levels.	n 1999	Auditing.
	3.3 Differentiate the	Explain Auditing	Governmen	Differentiate the
	various types of	and its	t Tax	various types of
	auditing.	significance.	Policy	auditing.
			White	
			Board/Mar	

		Distinguish	ker,		
		different between	ŕ		
			Projects		
		internal and	and		
		external auditing.	accessories		
			, and		
			relevant		
			text Books,		
			Journals		
			and		
			internet		
			facilities.		
5	4.1 Explain the concept of	Describe the	White		Describe the
	government accounting.	concept of	Board/Mar		methods of
	4.2 Describe the methods	government	ker,		preparing and
	of preparing and	accounting.	Projects		keeping
	keeping government		and		government
	accounts.	Explain the	accessories		accounts.
	4.3 Explain government	methods of	, and		
	accounting as an	preparing and	relevant		
	instrument of planning	keeping	text Books,		
	control.	government	Journals		
		account.	and		
			internet		
			facilities.		
			Tacilities.		

		Describe		
		government		
		accounting as an		
		instrument of		
		planning control.		
6	5.1 Explain the steps	Identify steps	White	Describe the
	involved in project	involved in	Board/Mar	preparation and
	identification.	project	ker,	appraisal of
	5.2 Describe the	identification.	Projects	different projects
	preparation and	Explain the	and	using cost benefit
	appraisal of different	preparation and	accessories	analysis, Net
	projects using cost	evaluation of	, and	Present Value
	benefit analysis, Net	using cost benefit	relevant	(NPV), Internal
	Present Value (NPV),	analysis, new	text Books,	Rate of Return
	Internal Rate of Return	present value etc.	Journals	(IRR), etc.
	(IRR), etc.		and	
	5.3 Explain how financial	Describe how	internet	
	decisions are finally	financial	facilities.	
	reached on project	decisions are		
	selection.	finally reached on		
		project selection.		
7-8	6.1 Explain the concept of	Describe the	White	Explain the concept
	Public Private	concept of Public	Board/Mar	of Public Private
	Partnership.		ker,	Partnership.

6.2 Explain features of	Private	Projects		
Public Private	Partnership.	and		Explain features of
Partnership.		accessories		Public Private
6.3 Explain the main	Discuss features	, and		Partnership.
purposes of Public-	of Public Private	relevant		
Private partnership.	Partnership.	text Books,		
6.4 Appreciate the		Journals		
constraints of Public-	Discuss the main	and		
Private partnership.	purposes of	internet		
6.5 Evaluate the	Public Private	facilities.		
performance of Public-	Partnership.			
Private partnership in				
Nigeria.	Describe the			
	constraint of			
	Public Private			
	Partnership.			
	Discuss Public			
	Private			
	Partnership.			

Programme: Higher National Diploma in Public Administration						
Course: Nigerian Government andCode: PAD 314Credit Unit: 3						
Administration	Credit Hour: 3	Theoretical: 3 Hours				
Year: I Semester: I	Pre-requisite	Practical: 0 Hour				
Cool. This course is designed to evolution the h	istomy origin and structure of governme	montal institutions and public administrative prestices				

Goal: This course is designed to evaluation the history, origin and structure of governmental institutions and public administrative practices at the various levels of government.

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

1.0 Know the meaning of public administration.

- 2.0 Trace the history and development of public administration in Nigeria.
- 3.0 Appreciate the concept of the machinery of government.
- 4.0 Appreciate the relationship among the arms of government.
- 5.0 Appreciate the concept of Inter-Governmental Relations in Nigeria.
- 6.0 Understand the role of the Military in Nigerian Government.
- 7.0 Understand the problems militating against public service efficiency in Nigeria.
- 8.0 Know the various Administrative Reforms in Nigeria

9.0 Appreciate Indigenization in Nigeria

	mme: Higher National Di : Nigerian Government ar		Code: PAD 314		Credit Unit:	3
Year: I Semester: I			Credit Hour: 3		Theoretical: 3 Hours	
			Pre-requisite		Practical: 0 Hour	
	l Objective 1.0: Know the	meaning of public adm				
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Evaluation
1	1.1 Define public	Explain public	-White Board			Define public
	administration.	administration.	-Marker			administration.
	1.2 Differentiate	Give the differences	-Projector			Differentiate
	between public and	between public and	Accessories			between public
	business	business administration	-Relevant			and business
	administration.		Textbooks			administration
			/Journals			
			-Internet			
			Facilities			
Genera	I Objective: 2.0 Trace the I	history and development	of public administr	ration in Nigeria.		
2-3	2.1 Explain Colonialism	Define Colonialism and	White Board			Explain
	and the Evolution of	the Evolution of	Marker			Colonialism and
	Contemporary	Contemporary	Projector			the evolution of
	Nigeria, e.g. the	Nigeria.eg process of	Accessories			contemporary
	process of conquest,	conquest structures and	Relevant			Nigeria, e.g.
	structures and the	Political economy of	Textbooks			process of
	Political Economy	colonialism.	Journals			conquest,
	of Colonialism.		-Internet			structures and
	2.2 Explain the Politics		Facilities			Political

	of decolonization	Explain the politics of			Economy of
	and the rise of	decolonization and the			Colonialism.
	Nigerian	rise of the Nigerian			
	Nationalism,	Nationalism, e.g.			
	especially the	evolution of social			
	evolution of social	groups and			
	groups and	Constitutional			
	constitutional	development.			
	development.				
	2.3 Explain the structure	Describe the structure			
	and dynamics of	and dynamics of			
	government and	government and			
	administration in	administration in post-			
	post-independent	Independence Nigeria.			
	Nigeria.				
Genera	d Objective: 3.0 Appreciate	e the concept of the machin	ery of governmer	nt.	
4-5	3.1 Explain the concept	Describe the concept of	White Board		Explain the
	of the machinery of	Machinery of	Marker		concept of
	government	Government	-Projector		Machinery of
	administration	Administration.	Accessories		Government
	3.2 Explain the meaning	Describe the meaning	Relevant		Administration,
	of central	of Central Government	Textbooks		Central
	government	Administration	Journals		Government,
	administration				

3.3 Describe the	e Explain the Evolution	Internet		Central
evolution of	f central of Central Government	Facilities		Government
government	Administration in			Administration in
administrati	on in Nigeria			Nigeria,
Nigeria.				Ministerial/Depart
3.4 Explain	Describe			mental
Ministerial/	Departm Ministerial/Department			Organizations,
ental Organ	izations. al organizations			non-ministerial
3.5 Explain nor	Ì-			administrative
ministerial	Describe non			agencies in
administrati	ve ministerial			Nigerian Public
agencies in	Nigeria, administrative agencies			Sector
e.g.	in Nigerian Public			Commission and
• the Publ	lic Sector Commission,			public complaint
Service	public complaint			commission.
Commis	ssion, commission			
• Public	Distinguish among			
Compla	ints functional integrated			
Commis	ssion, and un-integrated field			
etc.	administration			
3.6 Define field				
administrati	on. Explain reasons for			
3.7 Differentiat	e among establishing public			
functional,	enterprise in Nigeria			

integrated	and un-	
integrated		Give reasons for
administr		establishing public
3.8 Define pu		enterprises in Nigeria in
enterprise		enterprise in Nigeria
3.9 Enumerat		enterprise in Nigeria
reasons fo		enterprise in Nigeria
		Figure out different
establishi		-
enterprise	s m	types of PEs in Nigeria
Nigeria.	1	
3.10 Enumera		Explain the problems of
different		PEs in Nigeria
_	erprises in	
Nigeria		
3.11 Explain	the	
managem	ent of	
public en	erprises in	
Nigeria.		
3.12 Enumera	ate the	
problems	of public	
enterprise	s in	
Nigeria.		
3.13 Explain	the	
privatizat	ion and	

	commercialization			
	of public enterprises			
	in Nigeria.			
Gener	ral Objective: 4.0 Appreciate the	ne relationship among	the arms of government in Nigeria	
6	4.1 Enumerate the role	Describe the	White Board	Explain the
	and functions of the	function of	Marker	function of
	executive, legislative	executive,	Projector	executive,
	and judicial arms of	legislative and	Accessories	legislative and
	government in Nigeria.	judicial arms of	Relevant	judicial arms of
	4.2 Explain the	government in	Textbooks	government in
	Relationship between	Nigeria.	Journals	Nigeria.
	the three arms of		Internet	
	Government in	Describe the	Facilities.	Explain the
	Nigeria.	Relationship		Relationship
		between the 3		between the 3
		Arms of		Arms of
		Government.		Government.
Gener	ral Objective: 5.0 Appreciate th	ne concept of Inter-Go	overnmental Relationships in Nigeria.	
7	5.1 Define the concept of	Explain the	White Board	Describe the
	inter-governmental	concept of	Marker	concept of
	relations.	intergovernmental	Projector	intergovernmen
		relations.	Accessories	tal relations.
	5.2 Explain the			

constitutional ba	asis of Describe the	Relevant	Explain the
inter-Governme	nt constitutional bases	Textbooks	constitutional
relations in Nige	eria. of	Journals	bases of
	Intergovernmental	Internet	Intergovernmen
	relations in Nigeria	Facilities	tal relations in
5.3 Explain the prob	olems		Nigeria.
of the inter-	Enumerate		
governmental	problems of		List problems
Relations in Nig	geria. Intergovernmental		ofInter-
	Relations in		governmental
	Nigeria.		Relations in
			Nigeria
General Objective: 6.0: Unc	lerstand the role of the Militar	y in Nigerian Government.	I

8	6.1 Enumerate the	List causes of	White Board		 Enumerate the
	causes of frequent	different military	-Marker		causes of
	military	interventions in	-Projector		different
	interventions in	Nigeria.	Accessories		military
	Nigeria.		-Relevant		interventions in
	6.2 Explain the	Describe the	Textbooks		Nigeria.
	dynamics of military	dynamics of military	Journals		
	rule in Nigeria.	rule in Nigeria	Internet		Explain the
	6.3 Explain the	Explain the influence	Facilities		dynamics of
	influences of the	of military on Public			military rule in
	military on public	administration in			Nigeria.
	administration in	Nigeria			
	Nigeria.				Explain the
	6.4 Outline some				influence of
	notable				military on
	achievements under				Public
	military in Nigeria				administration
					in Nigeria.
Genera	I Objective: 7.0 Understand	d the problems militating	g against public s	ervice efficiency in Nigeria.	
9	7.1 Enumerate the	Explain problems	White Board		Describe
	problems militating	militating against	Marker		problems
	against public	Public Service	Projector		militating
	service efficiency in	efficiency in Nigeria	Accessories		against Public
	Nigeria.				Service

	7.2 Suggest solutions to	Come-out with	Relevant	efficiency in
	the problems	solutions to problems	Textbooks	Nigeria
	identified in (7.1)	identified.	Journals	
	above.		Internet	Explain
			Facilities	solutions to
				problems
				identified.
Genera	l Objective: 8.0 know the	various Administrative Re	eforms in Nigeria	
10-11	8.1 Define	Explain		Explain the
	Administrative	Administrative		Administrative
	reforms	reforms and objectives		reforms and
	8.2 Explain the	of the Reforms.		Objectives of
	objectives of			the Reforms,
	Administrative	Describe public		Public Service
	Reforms	service reforms in		Reforms and it
	8.3 Explain the various	Nigeria.		impact of the
	public service			reforms on
	reforms in Nigeria,	Explain the impact of		Nigeria.
	eg	the reforms,		
	• Harrigan(1946)	mentioned reforms in		Explain Federa
	• Gorsuch (1954),	Nigeria		Character
	• H.M. Foot			
	(1948),	Explain Federal		Explain the
	• Morgan (1963),	Character		Implementatio

	• Eiwood (1966),				and Impact of
	• Adebo, Udoji,	Explain the			the Policy in
	• DotunPhilips	implementation and			Nigeria's
	decree 46(1988),	impact of the policy in			Public Service.
	• Ayida Panel	Nigeria's public			
	(19994),	service			
	• 2004 reforms of				
	Obosoms				
	Administration				
	8.4 Explain the impact				
	of these reforms in				
	Nigeria				
	8.5 Define Federal				
	Character				
	8.6 Explain the				
	implementation and				
	impact of the policy				
	in Nigeria's public				
	service				
Genera	l Objective: 9.0 Appreciate	Indigenization in Nigeri	a		
12	9.1 Define	Describe			Describe
	indigenization	indigenization and			indigenization
	9.2 explain the	explain its objectives			

	objectives of			and explain its
	indigenization	Explain the Nigerian		objectives
9.3	3 Analyze the	indigenization Decree		
	Nigerian	and asses the level of		Describe the
	Indigenization	success/failure of the		Nigerian
	Decree	Decree		indigenization
9.4	4 Assess the level of			Decree and
	success/failure of			assess the level
	the Decree			of
				success/failure
				of the Decree.

Course: Constitutional Law	Code: PAD 315	Credit Unit: 2				
	Credit Hour: 2	Theoretical: 2 Hours				
Year: I Semester: I	Pre-requisite	Practical: 0 Hour				
Goal: This course is designed to help stude	nts understand the basic framework of the N	Nigerian Constitution, constitutional Law concepts				
and the relationship between the State and i	ts Citizens.					
General Objectives: On the completion of	the course, students should be able to:					
1. Understand the meaning and source	s of Constitutional Law.					
2. Appreciate the basic principles of the	e supremacy of the Constitution and Sover	eignty of Parliament.				
3. Appreciate the concept of Separatio	n of Powers.					
4. Appreciate the importance of the Rule of Law.						
5. Appreciate the fundamental Human	Rights as entrenched in the Nigerian Const	titution.				

6. Appreciate the Constitutional roles of Local Governments

Programme: Higher National Diploma in Public Admin Course: Constitutional Law		Code: PAD	315	Credit Unit:	2	
Course	: Constitutional Law		Credit Hour: 2		Theoretical:	
Year: I	Semester: I		Pre-requisite			0 Hour
	This course is designed to help	n students understand				
	relationship between the Stat	L	a the busic frank	ework of the rugerian con	istitution, constitut	ional Law concepts
	l Objective: 1.0 Understand		rces of Constitut	tional Law.		
	Theoretical Content			Practical Content		
Week	Specific Learning Outcomes	Teacher's	Resources	Specific Learning Outcomes	Teacher's	Evaluation
1	1.1 Define a constitution.	Activities Explain	White	Outcomes	Activities	Explain
-	1.2 Explain the effect of	Constitution	Board			constitution
	_					constitution
	having Constitutional	And its effect of	Marker			
	Government.	Constitutional	Projector			Explain the effect
	1.3 Differentiate between	government.	Accessories			of Constitutional
	the various types of		Relevant			government
	constitutions.	Distinguish	Textbooks			
	1.4 Explain the concepts	between the	Journals			Explain the
	of Statehood,	various types of	Internet			difference
	Nationality, etc.	constitution	Facilities			between various
						types of
		Define the				constitutions
		concepts of				
		statehood,				Give examples of
		Nationality, etc.				statehood,
						Nationality, etc.

Gener	al Objective: 2.0: Appreciate	the basic principles of	Supremacy of the Constitution and	Sovereignty of Parliamen	t"
2-3	2.1 Explain the meaning	Explain supremacy	White	6 7	Explain the
	of the phrase	of the constitution	Board		Supremacy of the
	"Supremacy of the	Bring out the	Marker		constitution.
	Constitution"	implication of the	Projector		
	2.2 Explain the	concept and both	Accessories		Describe the
	implications of the	theory and practice	Relevant		implication of the
	concept in 2.1 above		Textbooks		concept n both
	theoretically and	Explain	Journals		theory and
	practically.	Sovereignty of	Internet		practice
	2.3 Define the term	parliament	Facilities		
	"Sovereignty of				Demonstrate the
	Parliament"	Distinguish the two			sovereignty of
	2.4 Differentiate between	concepts in 2.1			parliament
	the two concepts in	and 2.3 above.			
	2.1 and 2.3 above.				Give examples of
					supremacy of the
					constitution and
					sovereignty of
					parliament.
	al Objective: 3.0: Appreciate				
4-5	3.1 Explain the historical	Describe the	White		Explain the
	basis of the concepts	historical basis of	Board		following

	of Separation of	the concepts of	Marker	asse	ertions:
	Powers.	separation of	Projector	•	Separation
	3.2 Explain the following	powers	Accessories		of agencies,
	assertions:		Relevant	•	Separation
	• Separation of	Describe	Textbooks		of functions
	agencies,	separation of	Journals	•	Separation
	• Separation of	agencies	Internet		of persons.
	functions and		Facilities		
	• Separation of				
	persons.				
	3.4 Explain the criticisms	Explain the			
	of the "pure doctrine"	criticism of "pure			
	concept as it relates to	doctrine" concept			
	separation of powers.	as it regards to			
		separation of			
		power			
	3.4 Explain the modern	Define modern			
	concepts of mixed	concept of mixed			
	government and	government and			
	checks and balances.	check and balances			
	Objective: 4.0 Appreciate t	he importance of the l		-I	
6-7	4.1 Trace the historical	Explain the	White]	Describe the
	basis of the doctrine	historical basis of	Board]	historical

	of rule of law.	doctrine of rule of	-Marker			basis of
	4.2 Explain the doctrine	law with examples	-Projector			doctrine of
	in 4.1 above as	of original concept	Accessories			Rule of Law
	originally conceived.		-Relevant			with
	4.3 Explain Dicer's	Explain Dicers	Textbooks			examples of
	exposition of the	exposition of law	/Journals			original
	doctrine of rule of		-Internet			concept
	law.	Describe the	Facilities			
	4.4 Explain the meaning	meaning of rule of				Explain
	of the rule of law and	law and its				Dicers
	its application today.	applications				exposition of
	4.5 Examine the effects					doctrine of
	of the application of	Bring out the				law
	the doctrine of rule of	effects of the				
	law in Nigeria.	application of				
		doctrine of law in				
		Nigeria				
Genera	l Objective: 5.0 Appreciate t	he Fundamental Hum	an Rights as en	trenched in the Nigerian Cons	titution.	
8-9	5.1 Trace the origin of the	Define the concept	White			Express the
	concept of	of fundamental	Board			concept of
	Fundamental Human	Human Right.	-Marker			fundamental
	Rights.		-Projector			Human Right
	5.2 Describe the various	Bring out various	Accessories			and various
	rights guaranteed in	rights guaranteed				rights

the constitution e.g.	in the constitution,	-Relevant		guaranteed in
right to life, personal	e.g. right to life,	Textbooks		the
liberty, fair hearing,	liberty etc.	/Journals		constitution,
etc.		-Internet		e.g. right to
5.3 Examine the	Explain the	Facilities		life, liberty
exceptions to each of	exceptions on the	Nigerian		etc.
the rights in 5.2	examples given in	Constitution		
above.	5-2	1999		Explain the
5.4 Figure out the general				exceptions on
limitations to the	Explain the general			the examples
enjoyment of the	limitations to			given in 5-2
fundamental rights.	enjoyment of the			4 Describe
5.5 Explain how breaches	fundamental rights			the general
of the rights by				limitations to
government can be	Describe how			enjoyment of
readdressed.	breaches of right			the
5.6 Explain the role of	by government can			fundamental
Human Rights	be redress			rights.
groups, non-				
governmental	Explain the roles			Describe the
organizations and	of Human Rights			roles of
government agencies	groups, NGOs etc.			Human
in the defense of	in the defense of			Rights
Human Rights.	Human Rights			groups,

					NGOs etc. in
					the defense
					of Human
					Rights
Genera	I Objective: 6.0 Appreciate t	he Constitutional role	es of Local Gov	ernments.	
10-11	6.1 Identify the executive	Explain the	White		Describe the
	powers of Local	Executive Powers	Board		executive
	Governments.	and Legislative	-Marker		powers and
	6.2 Explain the legislative	Functions of Local	-Projector		Legislative
	functions of Local	Government, e.g.	Accessories		functions of
	Governments, e.g.	byelaws.	-Relevant		Local
	byelaws.		Textbooks		Government,
	6.3 Explain the legal	Describe the Legal	/Journals		e.g. bye laws
	relationship among	Relationship	-Internet		
	the Federal, State and	among Federal	Facilities		Explain the
	Local Governments in	State and Local	Nigerian		Legal
	Nigeria.	Government in	Constitution		Relationship
		Nigeria.	1999		among
					Federal State
					and Local
					Government
					in Nigeria.

Programme: Higher National Diplomat in Public Administration								
Course: Organizational Behaviour	Code: PAD 316	Credit Unit: 2						
	Credit Hour: 2	Theoretical: 2 Hours						
Year: I Semester: I	Pre-requisite:	Practical: 0 Hour						
Goal: This course is intended to provide the student w	ith further knowledge in organizational behav	ior and to enable him deal with						
human problems successfully.								
General Objectives: On the completion of the course,	students should be able to:							
1. Understand the concept and process of organization	ational behaviour							
2. Understand social perception of people								
3. Understand people and personality								
4. Understand work groups and structure								
5. Understand the group as a team (group dynami	cs)							
6. Appreciate roles and conflicts.								
7. Appreciate change and the management of cha	nge.							
8. Appreciate the role of a leader.								
9. Understand the Leader as a Manager.								

	Credit Unit: 2	
Theoretical: 2 Hours		
Practical: 0 Hour		
tional behavior and to enable him deal w	ith	
ur		
Content		
arning Teacher's Evalua Activities	ition	
Vature ofGuide students onW eb s	ite	
behaviour researc	h – new	
of rapid patterns, attitude technol	logy	
and technology orgs. C	Changin	
ction issues. Students role of		
on to to survey staff in employ	vees.	
rinsic internet centres Ideas fr	rom	
he work Suggest action to compar	ny	
improve job strategi	ies et	
satisfaction		

Gener	al Objective: 2.0: Understand	l social perception of	people			
3	2.1. Define perception	Explain perception	Textbooks	Mock interviews and	Guidance on	Define
	and perceptual processes	and perceptual	Video	selection process	perceptual	perception and
	2.2. Explain the concept	processes	Video	activity. Apply:	processes.	perceptual
	of actor and observer	Explain actor,	internet	• Stereotyping	Techniques of	processes
	2.3. Explain the physical	observer and	resources.	Body Language	observation and	
	factors in person	stereotyping	Observation	Appearance	the influence of	
	perception	Explain	checklists and	• Speech	perception	
	2.4. Explain stereotyping	implications of	evaluation	The implications for		
	2.5. Explain the	person perception	methods	managing selection		
	implications of person	for management		Role Play		
	perception for	using cases. Give				
	management	assignment				
Gener	al Objective: 3.0 Understand	people and personali	ty			
4	3.1. Explain personality	Explain	Textbooks	Application of the	Guidance on the	Internet search
	3.2 Identify techniques of	personality and its	Personality	Myers Brigg Type	use of Myers	– Myers Brigg
	measuring personality	characteristics.	Tests and	Indicators. Working	Brigg Type	and use of the
	3.3. Explain the	Explain techniques	Analysis	in pairs to assess	Indicators	questionnaire
	characteristics of	of measuring	Internet	personal factors and		and application
	personality – intelligence,	personality	Research	to analyse the		of the result
	physiology, fear, anger	Explain achieving		outcome.		
	and anxiety.	personality and		Comparisons with		

	3.4. Explain the concepts	power. Conduct		Kelly, Cattell and		
	of achieving personality	test		Eysenck		
	and power					
Genera	al Objective: 4.0 Understand	work groups and stru	cture			
5-6	4.1 Explain the concept	Explain the	Textbooks	Explain the concept of	Guidance on the	Case study
	of group and the concept	concepts of group	Case Study	group and the concept	characteristics of	based on a new
	of organization	and organization	Presentation	of organization.	an effective group	technology
	4.2 Explain the purpose	Explain the	Resources.	Explain group size	and the effects of	organization.
	of group.	purpose of group.		Explain committees	new technology	Consideration
	4.3 Explain bureaucracy.	Explain			on work groups.	of group
	4.4. Explain Parkinson's	bureaucracy			Discussion of the	formation,
	Law	Explain			optimum size of a	monitoring and
	4.5. Explain Likert's	Parkinson's Law			group.	setting targets.
	Linking Plan	and Likert's				Also
	4.6. Explain group size	Linking Plan				performance
	4.7. Explain committee	Explain group size				indicators.
		and committees				Presentation of
		and their merits				finding
		and demerits.				
Genera	al Objectives: 5.0 Understand	d the group as a team	I		<u> </u>	
7-8	5.1. Explain sociometric	Explain	Textbooks	Explain group morale,	Guidance on team	Application of
	choice and the pattern of	sociometric choice	Case Study	commitment to group	building and	Belbin's Self-
	a sociometric choice	and its pattern	Self-	morale and	selection to	perception
				productivity. Explain	improve morale	Inventory.

	 5.2. Explain exchange theory 5.3. Identify stages of group formation 5.4. Explain group morale, commitment to group morale and productivity. 5.5. Explain influence on norms and productivity. 5.6. Explain public and private conformity 5.7. Explain the cost of deviation 5.8. Explain changing the norm through management. 	Explain exchange theory Explain stages of group formation Explain the relationship between group morale commitment to group morale and productivity. Explain the influence on norms and productivity Explain public and private conformity Explain the cost of deviation Describe norm changing through management Conduct test.	Perception Inventory	influence on norms and productivity. Explain changing the norm through management.	and productivity. The use of Meredith Belbin' Self-Perception Inventory. Also use of Hawthorne Studies and Elton Mayo	Changing a group into an effective team. Business case study on the need to develop an effective project team
General	I Objective: 6.0 Appreciate	roles and conflict				
9-10	 6.1 Explain the nature of social roles. 6.2 Explain role expectation and job attitudes. 	Relate the nature of social roles to expectation and job, attitudes, conflict,	White Board/Marker, Projector and accessories, and relevant			Explain role expectation and job attitudes in strain and role conflict.

	6.3 Explain role strain	Clash	text Books,	
	and role conflict.	Ciusii	Journals,	Explain
			,	-
	6.4 Explain role clash.		approved	reduction of
	6.5 Explain the different		relevant rules	strain and how
	types of conflicts.	Explain the	and	to manage
	6.6 Explain reduction of	different types of	regulations	strain reduction.
	strain and how to	conflicts and how	and internet	
	manage strain	to manage strain	facilities	
	reduction.	reduction.		
	6.7 Explain how to			
	manage conflict			
	effectively.			
General	Objective: 7.0 Appreciate	Change and the Mana	gement of Change.	
11-12	7.1 Define change.	Explain the nature	White	Explain
	7.2 Examine external and	of change- external	Board/Marker,	External and
	internal change forces	and internal	Projector and	Internal change
	and rate of change.	change forces and	accessories,	forces.
	7.3 Analyze the impact of	rate of change.	and relevant	
	change on employees		text Books,	What are the
	and the organization.	Explain the impact	Journals,	impact of
	7.4 Explain why	of change on	approved	change on
	individuals	employees and the	relevant rules	employees and
	(employees) resist	organization.	and	the
	change.		regulations	organization?

	7.5 Explain how to	Explain why	and internet		
	manage change.	individuals	facilities		Explain why
	7.6 Examine the nature of	(employees) resist			individuals
	organizational	change.			(employees)
	development and its	Discuss how to			resist change.
	techniques.	manage change in			
		different			
		techniques.			
Genera	l Objective: 8.0 Appreciate	the role of a Leader.	I		
13-14	8.1 Differentiate between	Explain the	White		Differentiate
	leader and leadership.	difference between	Board/Marker,		between leader
	8.2 List the	leader and	Projector and		and leadership.
	characteristics and	leadership; give	accessories,		
	determinants of a	the characteristics	and relevant		Explain the
	leader.	and determinants	text Books,		characteristics,
	8.3 Analyze the	of a leader.	Journals,		functions and
	qualifications for		approved		determinants of
	leadership and	Give reasons why	relevant rules		a leader as
	functions of a leader.	leadership is seen	and		individual and
	8.4 Examine leadership	as individual and	regulations		group role.
	as individual and	group role.	and internet		
	group role.	Explain the	facilities		Explain the
	8.5 Explain the theories	theories of			theories of
	of leadership: the	leadership: the			leadership: the

	great man theory, the	great man theory,			great man
	trait theory, the	the trait theory, the			theory, the trait
	behavior theory the	behavior theory			theory, the
	situational approach,	the situational			behavior theory
	etc.	approach, etc.			the situational
					approach, etc.
General	Objective: 6.0 Understand	the Leader as a Mana	lger.		
15-16	6.1 Explain the	State the	White		Explain
	difference between a	differences	Board/Marker,		management
	leader and a manager.	between a leader	Projector and		skills and
		and a manager.	accessories,		climate as
	6.2 Explain managerial	Examine factors	and relevant		defined by
	styles and factors	influencing the	text Books,		Mann and
	influencing the	choice of styles in	Journals,		Likert
	choice of styles.	leadership.	approved		respectively.
			relevant rules		
	6.3 Explain management	Explain	and		Explain System
	skills and climate as	management skills	regulations		Management
	defined by Mann and	and climate as	and internet		and
	Likert respectively.	defined by Mann	facilities		Participative
		and Likert			Management
	6.4 Explain System	respectively.			formulated by
	Management and				Likert.
	Participative	Explain System			

Management	Management and		Explain
formulated by Likert.	Participative		Fielder's
	Management		Contingency
6.5 Explain Fielder's	formulated by		Model.
Contingency Model.	Likert.		
	6.5 Explain		
	Fielder's		
	Contingency		
	Model.		

Programme: Higher National Diploma In Public A	dministration						
Course: Introduction to Local Government	Code: LGS 103	Credit Unit: 2					
Finance	Credit Hour: 2	Theoretical: 2 Hours					
Year: 1 Semester: 1	Pre-requisite	Practical: 0 Hours					
Goal: This course is intended to provide students with	the basic knowledge and the practical applica	tion of Local Government Treasury					
Forms and structures							
General Objectives: On the completion of the course,	students should be able to:						
1. Understand the scope of Local Government Fin	ances.						
2. Appreciate sources of Local Government reven	ue.						
3. Appreciate the duties of the Treasurer.							
4. Appreciate the responsibilities of the Superviso	ry Councilor for Finance.						
5. Know the duties and responsibilities of the Exe	cutive Council of the Local Government and/	or Finance and					
General Purposes Committee. (FGPC)							
6. Know how to prepare estimates and memorand	a						
7. Know the procedures for procurement of receip	7. Know the procedures for procurement of receipts.						
8. Appreciate the duties and responsibilities of Re	venue Collectors						

.

Program	nme: Higher National Dij	oloma In Public Adm	inistratior	1			
Course:	Introduction to Local Go	overnment Finance		Code: LG	S 103	Credit Unit:	2
				Credit Ho	ur: 2	Theoretical: 2 Hours	
Year: 1				Pre-requis		Practical:	0 Hours
	his course is intended to pro	ovide students with the	basic know	wledge and	the practical applicat	ion of Local Go	overnment Treasury Forms
and struc	ctures Objective: 1.0 Understand	the same of Local C	orrannnant	Einonaa			
General	Theoretical Content	t the scope of Local O	overnment	Finance	Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resource	es	Specific Learning Outcomes	Teacher's Activities	Evaluation
1	1.1 Explain the scope	Describe LG	White				Discuss LG Finances
	of Local	Finances	Board/M	arker,			and scope of coverage.
	Government	and the extent of	Projector	and			
	Finances.	coverage of LG	accessori	es, and			Draw a diagram
	1.2 Draw a diagram to	Finance.	relevant	text			illustrating scope of the
	illustrate the scope	Explain the	Books, Jo	ournals,			finances.
	in 1.1 above.	coverage area of	approved	l relevant			
		LG finances.	rules and				
			regulatio	ns and			
			internet f	acilities			
General	Objective: 2.0 Appreciate	the sources of Local C	Governmen	t revenue.			
2	2.1 Explain the sources	Outline the sources	White				Describe the sources of
	of Local	of LG revenue in	Board/M	arker,			revenue for LG
	Government	Nigeria	Projector	and			administration in
	Revenue.	and the importance	accessori	es, and			Nigeria.
	2.2 Explain the need for	of revenue to LG	relevant	text			

	collecting the	administration in	Books, Journals,	Outline the importance
	revenue.	Nigeria.	approved relevant	of revenue in LG
	2.3 Explain the internal		rules and	administration in
	and external sources		regulations and	Nigeria.
	of revenue to Local		internet facilities	
	Governments.			
General	Objective: 3.0 Appreciate	the duties of the Treas	urer.	1
3-4	3.1 Explain the	Discuss the position	White	Explain the position and
	functions of the	of Treasurer and the	Board/Marker,	function of Treasurer in
	Treasurer of Local	function in LG	Projector and	LG administration in
	Government.	administration in	accessories, and	Nigeria?
	3.2 Explain the	Nigeria.	relevant text	Explain the
	responsibilities of	State the	Books, Journals,	responsibilities of
	the Treasurer as:	responsibilities of	approved relevant	Treasurer as;
	• Chief	the Treasurer as in	rules and	• Chief
	Accounting	a-c in 3.2	regulations e.g	Accounting
	Officer and		Local government	Officer and Head
	Head of Finance	Discuss Local	memoranda	of financial
	Department	Government	- internet facilities	department.
	• Chief Financial	Treasurer forms as		Chief Financial
	Adviser to the	they relate to;		adviser to the LG
	Local	• LG EXCO		Custodian of
	Government	• Finance and		funds of the LG
	• The Custodian	General-		council.

of Funds of the	Purpose	Explain LG Treasury
Local	Committee.	forms prepared by the
Government	• LG decision	Treasurer for;
Council.	in Govt.	LG EXCO
3.3 Explain the reports	office.	• FGPC
on relevant LGT	• Auditor	LG Division in
Forms the Treasurer	General in	Governor's
has to prepare for	charge of	office.
submission to the	LG.	Auditor General
following:	• Panel	for LG.
• Local	constituted	Panel to look
Government	to look into	into financial
Executive	financial	activities to LG.
Council.	activities of	
• Finance and	LG.	
General Purposes		
Committee.		
• Local		
Government		
Division in the		
Governor's		
Office.		
• Auditor-General		
in charge of Local		

	Government at the				
	State Capital.				
	• Panel constituted				
	to look into the				
	Financial				
	activities of the				
	Local				
	Government.				
General	Objective: 4.0: Appreciate	the responsibilities of	the Supervisory Cour	ncilor for Finance.	
5-6	4.1 Explain the duties	Explain the position	White		Describe the position
	of the Supervisory	of Supervisory	Board/Marker,		and duties of Treasurer
	Council for Finance	Councilor for	Projector and		in LG administration.
	as a political head	finance, the duties	accessories, and		
	of the Finance	and responsibilities.	relevant text		State the responsibilities
	Department.		Books, Journals,		of the Treasurer as
	4.2 Examine the duties	State the	approved relevant		defender of the finance
	and responsibilities	responsibilities of	rules and		department and various
	of the Officer in 4.1	the Supervisory	regulations and		levels of the LG council.
	above as a policy	Councilor to defend	internet facilities		
	maker in the	activities of the			
	Finance	finance department			
	Department.	at various levels.			
	4.3 Explain the duties				
	and responsibilities				

	of the Officer in 4.1					
	above to defend the					
	activities of his					
	department at:					
	The Committee					
	level, and					
	• The full Council					
	session.					
General	Objective: 5.0: Know the	 duties and responsibili	ties of the Executive (Council Local Govern	ment and/or Fina	nce and General Purposes
Committe	ee (FGPC)	-				
7-8	5.1 Explain the role of	List out the role and	White			Enumerate the role and
	the Local	duties of LG	Board/Marker,			duties of LG cabinet in
	Government	cabinet in;	Projector and			LG admin., preparation
	Cabinet in the	- LG	accessories, and			of estimates and the role
	preparation of	Adminis	relevant text			of FGPC in preparation
	Estimates.	tration.	Books, Journals,			of estimates.
	5.2 Examine the role of	- Preparat	approved relevant			
	FGPC at the	ion of	rules and			Describe the powers and
	preparatory stage of	estimate	regulations			limitations of cabinet
	estimates.	s.	Local government			and FGPC in raising
	5.3 Explain the	-Role of FGPC	memoranda			revenue /taxes/rates.
	consideration and	in preparation	- internet facilities			
	approval of the	of estimates.	internet facilities			List responsibilities and
	Cabinet and FGPC					FGPC in revenue

	of some submission	- Consideration			collection/control of
	by the Treasurer to	and approval of the			expenditure.
	the Committee.	cabinet and FGPC			
	5.4 Explain the limited	of submission by			
	power of the	Treasurer.			
	Cabinet and FGPC				
	on the raising of	State the limited			
	revenue/taxes or	powers of the			
	rates.	cabinet and FGPC			
	5.5 Explain the	in raising			
	responsibilities of	revenue/taxes/rates			
	the Cabinet and	And responsibilities			
	FGPC on revenue	of cabinet and			
	collection/control of	FGPC in			
	expenditure.	revenue			
		collection			
		control of			
		expenditure.			
General	Objective: 6.0 Know how	to prepare estimates a	nd memoranda	<u> </u>	
9-10	6.1 Define Estimate	Explain estimates	White		Explain the various
	6.2 Explain the	and purposes for it.	Board/Marker,		stages of estimate
	purposes for		Projector and		preparation. Heads and
	preparing estimates.	Describe the stages	accessories, and		sub-heads as contained
	6.3 Explain the stages	of estimate	relevant text		

of e	estimate	preparation,	Books, Journals,	i	in the FG Financial
pre	paration.	approved Heads	approved relevant	1	Memoranda in LG.
6.4 Exp	plain the	and sub-heads in	rules and		
app	proved heads and	line with extant	regulations and]	Explain your
det	ail sub-heads as	regulations.	internet facilities	ı	understanding of
app	proved by the			•	'Financed Soundness
Fed	leral	Discuss financial		•	'as contained in the
Go	vernment in the	soundness as		e	estimates.
Fin	ancial	contained in			
Me	moranda for use	estimates,		2	State the procedures for
in I	Nigeria Local	procedure for		1	approval of estimates
Go	vernments.	approval of		á	and preparation of
6.5 Exp	plain how to	estimates and		S	supplementary
ass	ess the financial	preparation of		e	estimates.
sou	indness of the	supplementary			
cou	insel as	estimate.]	Explain Authority to
con	ntained in the				vary authorized
esti	imates.	Discuss Authority		6	establishment and its
6.6 Exp	plain the	to vary Authorized		l	usefulness in LG
pro	cedure for the	establishment.		1	administration.
app	proval of the				
esti	imates.	State usefulness of]	List the various forms
6.7 Exp	plain how	authority to vary		1	relating to estimates.
sup	plementary				

	estimate are	authorized		Discuss any 7 of
	prepared (A.I.S.E)	establishment.		estimates forms listed
6	6.8 Explain the			above.
	usefulness of	Discuss the various		
	authority to Vary	forms relating to		
	Authorized	estimates; forms		
	Establishment	LGT 1 – 7A, B, C,		
	(A.V.A.E)	D –LGT 8 – 11,A.		
6	6.9 Describe how to			
	compute the			
	following Forms			
	relating to			
	estimates:			
	LGT Form			
	1Financial			
	Statement			
	LGT Form 2			
	Summary of			
	Estimates Recurrent			
	Revenue.			
	LGT Form 3			
	Summary Estimates			
	of Recurrent			
	Expenditure.			

LGT Form 4			
Summaries of			
Capital Receipts.			
LGT Form 5			
Summaries of			
Capital			
Expenditures.			
LGT Form 6			
Estimates of			
Recurrent Revenue.			
LGT Form 7			
Estimates of			
Recurrent			
Expenditure			
(Personnel Cost)			
LGT Form 7A			
Estimates of			
Recurrent			
Expenditures			
(Over-head Cost)			
LGT Form 7B			
Miscellaneous			
LGT Form 7C Loan			
Fund.			

	ransfer to Reserve			
Fı	und.			
	GT Form 8			
E	stimate of Capital			
R	leceipt.			
L	GT Form 9			
E	stimate of Capital			
E	xpenditure.			
L	GT Form 10			
Pr	reliminary			
Sı	ummary			
Sı	upplementary			
E	Expenditure			
L	GT Form 11			
A	authorities to Incur			
Sı	upplementary			
E	xpenditure.			
	GT Form 11A			
R	legister of			
A	Authorities to Incur			
Sı	upplementary			
E:	Expenditure.			

General	Objective: 7.0 Know the p	procedure for procurent	nent of receipts.		
11	7.1 Explain how the	Discuss	White		State procedure for
	receipts for	procurement	Board/Marker,		procurement and use of
	collection of	receipts and	Projector and		procurement receipts.
	revenue are printed,	procedure for	accessories, and		
	collected, stores,	procurement and	relevant text		Explain the procedure of
	distributed and	use of receipts.	Books, Journals,		controlling the receipts.
	returned after use.		approved relevant		
	7.2 Explain the	State the procedure	rules and		Describe LGT forms for
	procedure of	of controlling the	regulations and		collection of
	controlling the	receipts.	internet facilities		Government revenue.
	receipts.				
	7.3 Explain all LGT	State LGT forms			
	Forms used for the	for collection of			
	collection of Local	Government			
	Government	revenue.			
	Revenues.				
General	Objective: 8.0 Appreciate	the duties and respons	ibilities of Revenue C	Collectors	
12-13	8.1 Explain the duties	Discuss revenue	White		Enumerate the duties
	of revenue	collection in LG	Board/Marker,		and responsibilities of
	collectors.	duties and responsibilities of	Projector and		Revenue collectors.
	8.2 Explain the	revenue collectors.	accessories, and		

Revenue		relevant text		Explain the revenue
Collectors'	Discuss revenue	Books, Journals,		collector's chart and its
Records; Receipts;	collectors' records;	approved relevant		importance in revenue
Revenue Collectors' Cash Book; Licenses and Receipt Distribution	 Receipts Cash Book Licenses and Register. 	rules and regulations and internet facilities		collection. List the procedure for checking collection of
Register.	Describe the			revenue in Department
8.3 Explain the	revenue collectors,			areas and LG Treasury.
usefulness and importance of	chart and its usefulness in			
Revenue	revenue collection.			
Collector's Chart.				
8.4 Explain the	Discuss the			
procedure for	procedure for			
checking the	checking the			
collection of	collection of			
revenues by the	revenues by			
Revenue Collectors	revenue collectors			
in the Development	in;			
Area and in the	• Development			
Local Government	Area			
Treasury.	• Local Govt. Treasury			

HIGHER NATIONAL DIPLOMA IN PUBLIC ADMINISTRATION (YEAR I) HND $1-2^{\text{ND}}$ SEMESTER

Programme: Higher National Diploma in Public Ac	Iministration						
Course: Principles and Practice of Co-Operatives	Code: PAD 321	Credit Unit: 2					
	Credit Hour: 2	Theoretical:	2 Hours				
Year: 1 Semester: II	Pre-requisite	Practical:	0 Hour				
Goal: This course is designed to provide students with the knowledge of understanding the theories and practices of co-operation and							
the accompanying strategies in co-operatives formation	n and development.						
General Objectives: On the completion of the course,	students should be able to:						
1. Appreciate the fundamental principles underlyi	ng co-operative business.						
2. Know the various types of co-operatives and the	eir growth patterns.						
	0						
3. Appreciate the historical development of the co	o-operative movement in Nigeria.						
4. Understand the role of the co-operative movem	ent as a strategy for development.						
5. Appreciate the various skills needed for runnin	g co-operatives, especially the management o	f co-operatives					

	<u> </u>	loma in Public Admin				
Course: Principles and Practice of Co-Operatives			Code: PAD 3		Credit Unit:	
			Credit Hour:		Theoretical:	2 Hours
Year:			Pre-requisite		Practical:	0 Hour
	This course is designed to pro		0	inderstanding the theorie	es and practices of	f co-operation and
	ompanying strategies in co-o	1				
Genera	d Objective: 1.0 Appreciate	the fundamental princi	iples underlying			
***	Theoretical Content		D	Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Evaluation
1-2	1.1 Define cooperation	Explain Co-	White Board			Explain the
	and the co-operative.	operative,	marker,			Principles of
	1.2 Describe the co-	Principles of Co-	Projects and			Co-operative.
	operative principles.	operative,	accessories,			significance of
	1.3 Explain each of these	Significance of Co-	and relevant			Cooperative.
	principles in 1.2	operative.	text Books,			the merit and
	above.		Journals and			demerits of
	1.4 Explain the	Outline the merit	internet			Co-operative
	significance of co-	and demerit of Co-	facilities.			principles.
	operative principles.	operative principles.				
	1.5 Identify the merits and demerits (if any) of each of the principles in 1.2 above.					

3-4	ral Objective: 2.0 Know the v 2.1 Classify co-operation	List out various	White	growin patterns.	Describe the
J- -					
	societies.	types of Co-	Board/Marke		various type
	2.2 Describe the various	operative Societies	r, Projects		of Co-
	types of co-operatives	and state the	and		operative.
	in each class.	problems of each	accessories,		And the
	2.3 Identify the problems	type of Co-	and relevant		problems of
	of each type of co-	operative.	text Books,		each type of
	operative.		Journals and		Co-operativ
	2.4 Offer suggestions to		internet		could have.
	the problems		facilities.		
	identified in 2.3				
	above.				
Gener	ral Objective: 3.0 Appreciate	the Historical Develop	ment of the Co-	operative movement in Ni	geria.
5-6	3.1 Explain the	Describe the	White		Differentiat
	introduction of	modern Co-	Board/Marke		between
	modern co-operatives	operative Society in	r, Projects		modern Co-
	in Nigeria.	Nigeria.	and		operative ar
	3.2 Compare and		accessories,		traditional
	contract modern co-	Distinguish between	and relevant		pattern of C
	operatives with the traditional patterns of	the modern Co-	text Books,		operative in
	cooperation in	operatives with the	Journals and		Nigeria Co-
	Nigerian Co-	traditional pattern of	internet		operative
	operative Movement 3.3 Describe the	Co-operative.	facilities.		movement.

	educational aspect of					
	the Nigerian Co-	Explain the				
	operative Movement.	Educational aspect				
	3.4 Assess the	of Nigeria Co-				
	performance of the	operative				
	co-operative	movement.				
	movement in Nigeria.					
	3.5 List the major areas	Discuss the				
	of constraints to the	performance,				
	development of co- operatives in Nigeria.	constraints,				
	3.6 Identify solutions to	solutions and future				
	the problems listed in	of Co-operative in				
	3.5 above.	Nigeria.				
	3.7 Describe the future of					
	co-operative in					
Conor	Nigeria. ral Objective: 4.0: Understand	d the role of the Co. on		nts as a stratagy for dayal	nment	
7	4.1 Explain the role of	Describe the roles	White		pinent.	Analyze the
	the co-operative	of Co-operative and	Board/Marke			roles of Co-
	movement in rural	how Co-operative	r, Projects			operative and
	development.	movement serves as	and			how Co-
	4.2 Describe the co-	a strategy for small	accessories,			operative
	operative movement	scale Industrial	and relevant			movement
	as a strategy for	Development.	text Books,			serves as a
	small- scale industrial		Journals and			strategy for

	development.		internet		small scale
			facilities.		Industrial
					Development
					in Nigeria.
Genera	I Objective: 5.0: Appreciate	the various skills need	led for running	Cooperatives, especially the	management of Co-operatives.
8-9	5.1 Describe the various	Explain the various	White		Explain the
	aspects of Co-	aspect of Co-	Board/Marke		duties and
	operative fieldwork.	operative fieldwork	r, Projects		responsibilities
	5.2 Describe the	and functions of	and		of the Co-
	functions of the	persons change with	accessories,		operative
	person charged with	Co-operative	and relevant		Department
	co-operative matters.	matters.	text Books,		and Steps
	5.3 Describe the duties		Journals and		taken in the
	and responsibilities of	Discuss the duties	internet		formation of
	the chief official of	and responsibilities	facilities.		Co-operative
	the co-operative	of Chief Officer of			Society.
	department and	Co-operative			
	movement.	Department and			Describe the
	5.4 Describe the steps	Steps taken in the			conditions,
	taken in the	formation of Co-			which an
	formation of a co-	operative Society.			organized
	operative society.				group must
	5.5 Explain the	Analyze the			attain in order
	conditions, which an	conditions that an			to be

organized group must	organized group		registered as
attain if it must be	must attain in order		Co-operative
registered as a co-	to be registered as		Society
operative society.	Co-operative		including
5.6 Describe the	Society including		various
principles of office	various principles of		principles of
organization for a co-	office organization		office
operative society.	for a Co-operative		organization
5.7 Explain the	society.		for a Co-
inspection of co-			operative
operative society.			society.
5.8 Examine the			
programme of audit			Describe the
in co-operatives.			inspection of
			Co-operative
			Society and
			programme of
			Audit in Co-
			operatives.

Programme: Higher National Diploma in Public Administration							
Course: Development Administration II	Code: PAD 322	Credit Unit: 3	3				
	Credit Hour: 3	Theoretical:	3 Hours				
Year: 1 Semester: II	Pre-requisite: Development Administration I	Practical:	0 Hour				
Goal: This course is designed to acquaint students employed to solve them.	with the problems of under-development and the	Administrative	strategy that can be				
General Objectives: On the completion of the course	rse, students should be able to:						
1.0 Understand the attributes of under developm2.0 Comprehend comparative problems of developm							
3.0 Appreciate strategies for development.							
4.0 Know the importance of Development Plans in National Development.							
5.0 Appreciate international measures for Economic Development in Nigeria							
6.0 Appreciate emerging models for sustainable	e development.						

Course	: Development Administrat	tion II	Code: PAD 32	.2		Credit U	nit: 3
			Credit Hour: 3	3		Theoretical: 3 Hours	
Year:	1 Semester: II		Pre-requisite:	1		Practical	: 0 Hour
			Administration				
	This course is designed to acquire	uaint students with the	e problems of un	der-development and the	ne Adm	inistrative	strategy that can be
	ed to solve them.	·1 ·· ·1 · · C · 1	1 1 /				
Genera	l Objective: 1.0 Understand Theoretical Content	the attributes of under	development.	Practical Content			
Week	Specific Learning	Teacher's	Resources	Specific Learning	Тор	cher's	Evaluation
WEEK	Outcomes	Activities	Resources	Outcomes		vities	Lvaluation
1-2	1.1 Identify the factors	State the factors	White				Give the
	for under-	and problems of	Board/Marker				historical
	development.	under-	, Projects and				development o
	1.2 Describe the	development.	accessories,				under-
	problems of under-		and relevant				development.
	development.	Describe the	text Books,				
	1.3 Explain the problems	problems of under-	Journals and				Explain the
	of under-	development.	internet				concept of
	development.	Examine the	facilities				under-
	1.4 Explain historical	historical					development
	development of	development of					with reference
	under-development.	under-					to various
	1.5Explain the concept of	development.					school of
	development with	Describe the					though such as
	reference to various	concept of under-					Liberal, Radica
	schools of thought	development with					etc.

	e.g. Liberal, Radical,	reference to			
	etc.	various school of			
		though such as			
		Liberal, Radical			
		etc.			
General	Objective: 2.0: Comprehen	d comparative proble	ns of developme	nt.	
3	2.1 Explain the	Discuss the	White		Explain the
	following:	following;	Board/Marker		following:
	• Development in	 Development 	, Projects and		• Development
	the Colonial era.	In the Colonial	accessories,		In the Colonial
	• Development	Era.	and relevant		Era.
	immediately after	• Development	text Books,		• Development
	independence.	Immediately	Journals and		Immediately
	• Development	After	internet		after
	administration	Independence	facilities		Independence
	during Military	• Development			• Development
	administration.	Administration			Administration
	• Ecology of	during Military			(During Military
	developed and	administration.			Administration
	developing	• Ecology of			• Ecology of
	Nations.	Developed and			Developed and
		Developing			Developing
		Nations.			Nations.

4	3.1 Explain Project	Discuss project	White	Explain project
	design and	design and	Board/Marker	design and
	implementation	implementation	, Projector	implementation
	techniques.	technique and	and	technique and
	3.2 Explain rural and	Community	accessories,	community
	community	Development	Relevant text	development
	development	technique.	Books,	technique.
	techniques.		Journals and	
	3.3 Explain various	Examine various	internet	Explain
	economic	economic	facilities	Development
	development	development		Plans and their
	programmes.	programme.		management.
	3.4 Explain technological			
	requirements for	Discuss		
	development.	technological		
	3.5 Identify Development	requirements for		
	Plans and their	development.		
	Management.			
	3.6 Explain agriculture as	Describe		
	a strategy for	Development		
	development in	Plans and their		
	Nigeria.	management.		

		Discuss how			
		agriculture is a			
		Strategy for			
		Development in			
		Nigeria.			
Genera	l Objective: 4.0 Know the in	nportance of Develop	ment Plans in Na	tional Development.	
5-6	4.1Define the terms	Describe the terms	White		Define the
	Planning and National	planning and	Board/Marker		terms planning
	Planning.	National Planning.	, Projector		and National
	4.2 Identify Factors for		and		planning.
	good Plans.	List the Factors for	accessories,		
	4.3 Trace the History of	good plans.	Relevant text		State the factors
	planning in Nigeria	Account for the	Books,		for good plans.
	from the Colonial era	History of	Journals and		Account for the
	to the present day.	planning in	internet		History of
	4.4 Analyze the funding	Nigeria from the	facilities		Planning in
	of Development Plans	Colonial Era to the			Nigeria from
	in Nigeria (both	present day.			the Colonial Era
	Internal and External				to the present
	Sources)	Discuss the			day.
	4.5 Explain why plans	funding of			
	fail in Nigeria.	development plan			Explain the
	4.6 Explain problems of	in Nigeria.			funding of
	plan implementation.				

	4.7 Suggest solutions to	Examining why			Development
	the problems in 4.5	plans fail in			plan in Nigeria.
	and 4.6 above.	Nigeria and			
		Discuss problems			Discuss why
		and solution of			plans fail in
		plan.			Nigeria.
					Discuss
					problems and
					Solution of
					Plan.
Genera	Objective: 5.0 Appreciate i	nternational measures	for Economic D	evelopment in Nigeria.	
7	5.1 Analyze the	Explain the	White		Explain the role
	relationship between	relationship	Board/Marker		of Foreign
	International Trade	between	, Projector		Capital in
	and Economic	international trade	and		Economic
	Development.	and economic	accessories,		Development.
	5.2 Describe the role of	development.	Relevant text		
	Foreign Capital in		Books,		Explain
	Economic	Analyze the role of	Journals and		international
	Development.	Foreign Capital in	internet		financial
	5.3 Identify International	Economic	facilities		institution.
	Economic	Development.			
	Organizations.				Examine the
	5.4 Explain the roles of				Role of the

	International Financial	Identify			International
	Institutions and	international			Agencies.
	agencies in Economic	financial			
	Development in	institution.			
	Nigeria.				
		Describe the role			
		of the International			
		Agencies.			
General	l Objective: 6.0 Appreciate e	emerging models for s	ustainable develo	opment	
8-9	6.1 Explain	Explain	White		Explain the
	Diversification	the prospects and	Board/Marker		prospects and
	6.2 Examine the	challenges of	, Projector		challenges of
	prospects and	diversification for	and		diversification
	challenges of	sustainable	accessories,		for sustainable
	diversification for	development in	Relevant text		development in
	sustainable	Nigeria and the	Books,		Nigeria.
	development in	need or otherwise	Journals and		
	Nigeria.	of restructuring of	internet		
	6.3 Explain the need or	the Nigerian	facilities.		
	otherwise of	Economy			Explain the
	restructuring of the				economy
	Nigerian Economy	Explain the			models of
	6.4 Explain the economy	economy models			globalization,
	models of	of globalization,			liberalization,

globalization,	liberalization,		Public- Private
liberalization, Public-	public, private		Partnerships
Private Partnerships	partnerships (PPP),		(PPP) and
(PPP), deregulation	deregulation etc.		deregulation.
etc.	Describe the		
6.5 Describe the	relevance of this		
relevance of this	models in		
models in promoting	promoting		
sustainable	sustainable		
development in	development in		
Nigeria.	Nigeria.		

Programme: Higher National Diploma in Public Administration							
Course: Research Methods	Code: PAD 323	Credit Unit: 2					
	Credit Hour: 2	Theoretical: 2 Hours					
Year: 1 Semester: II	Pre-requisite	Practical: 0 Hour					
Goal: This course is designed to acquaint students with	h general characteristics of scientific research	and the techniques and procedures					
of carrying out a good research project							
General Objectives: On the completion of the course,	students should be able to:						
1.0 Know the meaning and scope of research.							
2.0 Understand the characteristics of scientific researc	h.						
3.0 Appreciate the methods of selecting research topic	28.						
4.0 Appreciate the method of planning a research.							
5.0 Appreciate the method of conducting a research.							
6.0 Appreciate the methods of data collection.							
7.0 Comprehend the method of writing a Research Rep	port						

•

Program	mme: Higher National Diple	oma in Public Admin	istration				
Course	Course: Research Methods			3		Credit U	nit: 2
			Credit Hour: 2				cal: 2 Hours
Year: 1			Pre-requisite			Practical	
	This course is designed to acqu	aint students with ger	eral characteristic	s of scientific researc	h and th	he technic	ques and procedures of
	g out a good research project I Objective: 1.0 Know the m	againg and soons of m	agarah				
Genera	Theoretical Content	eaning and scope of re	search.	Practical Content			
Week	Specific Learning	Teacher's	Resources	Specific Learning	Teacl	ier's	Evaluation
	Outcomes	Activities		Outcomes	Activ		
1-2	1.1 Define the concept of	Describe the	White				Differentiate types
	research.	concept of	Board/Marker,				of Research and their
	1.2 Explain the different	Research.	Projects and				usefulness in
	types of research.	Explain qualitative	accessories,				research.
	1.3 Explain the usefulness	experimental and	and relevant				
	of research.	Survey Research.	text Books,				
		Describe the	Journals,				
		usefulness of	Demonstration,				
		Research.	Library and				
			internet				
			facilities.				
Genera	I Objective: 2.0 Understand	the characteristics of s	cientific research.	1	1		1
3-4	2.1 Explain the methods	Describe methods	White				Explain methods
	of gaining knowledge	of gaining research	Board/Marker				used in research and
	through Research.	knowledge e.g.	, Projects and				the characteristics of

	2.2 Enumerate the	In stitution		a an ad Degeografi
		Institution,	accessories,	a good Research
	characteristics of	Scientific method,	and relevant	work.
	research.	rationalism act.	text Books,	
	2.3 Describe the methods	and list the	Journals,	
	of Scientific Research.	Characteristics	Demonstratio	
		of a good	n Library and	
		Research.	internet	
			facilities.	
Genera	al Objective: 3.0 Appreciate th	he methods of selecting	g research topics.	
5-6	3.1 Explain the concept of	Discuss concept of	White	Explain concept of
	research problems.	research problems	Board/Marker,	research problems.
	3.2 Describe the basic	Explain guidelines	Projects and	Name guidelines for
	guidelines for	for selecting research	accessories, and	selecting Research
	selecting Research	opics.	relevant text	topics and sources of
	topics.	Suggest sources of	Books, Journals,	Research topics.
	3.3 Explain the sources of	research topics.	Demonstration,	
	Research topics.		Library and	
			internet	
			facilities.	
Genera	al Objective: 4.0 Appreciate tl	he methods of planning	a research.	
7-8	4.1 Distinguish between	Differentiate	White	Explain the
	theory and fact.	theory from fact.	Board/Marker,	differences between
	4.2 Explain the concept of		Projects and	theory and fact.
	hypothesis.		accessories, and	Explain hypothesis.

5.2 Describe case study and various accessories, and Research case study research. methods of relevant text Explain Experiment 5.3 Describe experimental research. Books, Journals, Explain Experiment research. Demonstration, Research and Research and		4.3 Identify variables and	Describe	relevant text	Illustrate research
design. Describe research Library and writing Research. 4.5 Explain the steps in design e.g. internet facilities. writing Research. proposal. Interpretations, analysis and decision. Show steps in writing Research. Show steps in writing Research. Describe research. 9-10 5.1 Explain Explain White Describe various 9-10 5.1 Explain Explain White Describe various general Objective: 5.0 Appreciate the methods of conducting a research. Point Describe various general objective: 5.0 Appreciate the methods of conducting a research. Describe various types of research. 9-10 5.1 Explain Explain White Describe various general objective: 5.0 Appreciate the methods of conducting a research. Describe various at one conducting a research. Describe various at one conducting a research. 9-10 5.1 Explain Explain White Describe various at one conducting a research. 5.2 Describe case study and various accessories, and Research case study research. Research case study research. 5.3 Describe experimental research. Bo		their relationships.	hypothesis as a	Books, Journals,	design.
4.5 Explain the steps in writing a Research proposal. design e.g. collection, Interpretations, analysis and decision. intermet facilities. Image: Construction of the steps in writing Research. 6 General Objective: 5.0 Appreciate the methods of conducting a research. Mite Describe various types of research. 9-10 5.1 Explain Explain White Describe various types of research. 9-10 5.1 Explain Explain White Describe various types of research. 9-10 5.1 Explain explain White Describe various types of research. 5.2 Describe case study research. and various accessories, and research. Research case study research. methods of 5.3 Describe experimental research. research. Books, Journals, Demonstration, Explain Experimental Research and		4.4 Explain research	concept.	Demonstration,	illustrate Steps in
writing a Research collection, proposal. Interpretations, analysis and decision. Show steps in writing Research. writing Research. Show steps in writing Research. writing Research. 9-10 5.1 Explain Explain documentary/historical documentary/ Board/Marker, research. historical research Describe various 5.2 Describe case study and various accessories, and Research case study scatch. methods of relevant text Explain Experimental 5.3 Describe experimental research. Books, Journals, Explain Experimental research. Demonstration, Research and Research and		design.	Describe research	Library and	writing Research.
proposal.Interpretations, analysis and decision.Interpretations, analysis and decision.Show steps in writing Research.Show steps in writing Research.Interpretations, analysis and decision.9-105.1 ExplainExplainWhiteDescribe various types of research.9-105.1 Explaindocumentary/ historical research.Board/Marker, Projects andDescribe various types of research.9-105.2 Describe case study research.and various accessories, and research.Research case study research.5.3 Describe experimental research.research.Books, Journals, Demonstration,Explain Experiment Research and		4.5 Explain the steps in	design e.g.	internet facilities.	
General Objective: 5.0 Appreciate the methods of conducting a research.9-105.1 ExplainExplainWhiteDescribe variousdocumentary/historical research.documentary/Board/Marker, Projects andDescribe various5.2 Describe case study research.and various research.accessories, and research.Research case study research.Explain Experimental research.5.3 Describe experimental research.research.Books, Journals, Demonstration,Explain Experimental Research and		writing a Research	collection,		
decision. Show steps in writing Research.decision. Show steps in writing Research.General Objective: 5.0 Appreciate the methods of conducting a research.Describe various9-105.1 ExplainExplainWhiteDescribe variousdocumentary/historical research.documentary/Board/Marker, Projects and accessories, andDescribe various5.2 Describe case study research.and various methods ofaccessories, and relevant textResearch case study Explain Experiment Research and5.3 Describe experimental research.research.Books, Journals, Demonstration,Explain Experiment Research and		proposal.	Interpretations,		
General Objective: 5.0 Appreciate the methods of conducting a research.MiteDescribe various9-105.1 ExplainExplainWhiteDescribe variousdocumentary/historicaldocumentary/Board/Marker,types of research.research.historical researchProjects andDescribe work on a5.2 Describe case studyand variousaccessories, andResearch case studyresearch.methods ofrelevant textExplain Experimenta5.3 Describe experimentalresearch.Books, Journals,Explain Experimentaresearch.Demonstration,Demonstration,Research and			analysis and		
General Objective: 5.0 Appreciate the methods of conducting a research.9-105.1 ExplainExplainWhiteDescribe variousdocumentary/historical research.documentary/Board/Marker,types of research.fresearch.historical researchProjects andDescribe work on a5.2 Describe case study research.and variousaccessories, andResearch case studyfresearch.methods ofrelevant textExplain Explain Expl			decision.		
General Objective: 5.0 Appreciate the methods of conducting a research. 9-10 5.1 Explain Explain White Describe various documentary/historical documentary/ Board/Marker, types of research. research. historical research Projects and Describe work on a 5.2 Describe case study and various accessories, and Research case study research. methods of relevant text Explain Experimental research. Books, Journals, Explain Experimental research. Demonstration, Research and			Show steps in		
9-105.1 ExplainExplainWhiteDescribe variousdocumentary/historicaldocumentary/Board/Marker,types of research.research.historical researchProjects andDescribe work on a5.2 Describe case studyand variousaccessories, andResearch case studyresearch.methods ofrelevant textExplain Experimentalresearch.research.Doeks, Journals,Explain Experimentalresearch.Demonstration,Demonstration,Explain Experimental			writing Research.		
documentary/historicaldocumentary/Board/Marker,types of research.research.historical researchProjects andDescribe work on a5.2 Describe case studyand variousaccessories, andResearch case studyresearch.methods ofrelevant text	General	Objective: 5.0 Appreciate th	ne methods of conduct	ing a research.	
research.historical researchProjects andDescribe work on a5.2 Describe case study research.and variousaccessories, andResearch case study5.3 Describe experimental research.research.Books, Journals, Demonstration,Explain Experiment6research.Demonstration,Research and	9-10	5.1 Explain	Explain	White	Describe various
5.2 Describe case study research.and various methods ofaccessories, and relevant textResearch case study research.5.3 Describe experimental research.research.Books, Journals, Demonstration,Explain Experiment Research and		documentary/historical	documentary/	Board/Marker,	types of research.
research. methods of relevant text 5.3 Describe experimental research. Books, Journals, research. Demonstration, Research and		research.	historical research	Projects and	Describe work on a
5.3 Describe experimental research.research.Books, Journals, Demonstration,Explain Experiment Research and		5.2 Describe case study	and various	accessories, and	Research case study.
research. Demonstration, Research and		research.	methods of	relevant text	
		5.3 Describe experimental	research.	Books, Journals,	Explain Experiment
		research.		Demonstration,	Research and
5.4 Explain Library, Group Survey/descriptive		5.4 Explain		Library, Group	Survey/descriptive
survey/descriptive work, fieldwork Research.		survey/descriptive		work, fieldwork	Research.
research. and internet		research.		and internet	
facilities				facilities	

Genera	al Objective: 6.0 Appreciate	the methods of data co	llection.	
11-12	6.1 Explain observational	Discuss various	White	Describe various
	techniques of data	techniques of data	Board/Marker,	techniques of data
	collection.	collection.	Projects and	collection.
	6.2 Describe the	Discuss	accessories, and	Designed a
	questionnaire method	questionnaire	relevant text	questionnaire to
	of data collection.	method of data	Books, Journals,	collect Data.
	6.3 Design Questionnaire	collection.	Demonstration,	
	6.4 Describe how to	Discuss on how to	Library,	Describe how to
	review the method of	review the method	Fieldwork, and	review the method to
	data collection.	to collecting data.	internet facilities.	data collection.
	6.5 Explain the interview	Discuss interview		
	method of data	method of data		Demonstrate
	collection	collection.		interview method of
				data collection.
Genera	al Objective: 7.0 Comprehence	I the method of writing	g a Research Report.	
13-14	7.1 Describe the	Explain	White	Describe data
	presentation of data.	presentation	Board/Marker,	presentation analysis
	7.2 Explain the methods	analysis and	Projects and	and interpretation.
	of analyzing data.	interpretation of	accessories, and	Write a Research
	7.3Explain how to	data.	relevant text	Report.
	interpret collected		Books, Journals,	
	data.		Demonstration,	
	7.4 Explain the guidelines			

for writing Research	Describe how to	Library and		
Reports.	write Research	internet facilities.		
7.5 Write a Research	Report.			
report.				

Programme: Higher National Diploma in Public Administration								
Course: Local Government Administration	Code: PAD 324	Credit Unit: 3						
	Credit Hour: 3	Theoretical: 3 Hours						
Year: 1 Semester: II	Pre-requisite:	Practical: 0 Hour						
Goal: This course is to enable the student to have a g	rasp of Local Government Administration.							
General Objectives: On the completion of the course	e, students should be able to:							
2. Know the role of Local Government in Comm	 Understand the concept of Local Government Administration. Know the role of Local Government in Community Development. Understand the functions of Local Government 							
4. Appreciate the historical development of Loca	l Government in Nigeria.							
5. Appreciate the role of Traditional Rulers in Lo	5. Appreciate the role of Traditional Rulers in Local Government Administration							
6. Appreciate comparative Local Government A	dministration.							

	mme: Higher National Dip								
Course	: Local Government Admi	nistration	Code: PAD		Credit Unit:				
			Credit Hour		Theoretical:				
Year:			Pre-requisit		Practical:) Hour			
	This course is to enable the st								
Genera Week	General Objective :1.0 Understand the concept of Local Government AdministrationWeekSpecific LearningTeacher's ActivitiesResourcesSpecific LearningTeacher's								
WEEK	Outcomes	reacher's Activities	Resources	Outcomes	Activities	Evaluation			
1	1.1 Explain the meaning	Describe the meaning	White			Describe Local			
	of Local Government	of Local Government	Board			Government			
	Administration as defined	Administration as	-Marker			Administration			
	by renowned authorities.	defined by renowned	-Projector			as defined by			
	1.2 Explain Local	authorities.	Accessories			prominent			
	Government		-Relevant			authorities.			
	Administration in its true		Textbooks						
	perspective.	Describe Local	/Journals						
	1.3 Examine Local	Government	-Internet			Explain Local			
	Government	Administration in its	Facilities			Government			
	Administration before	true form.				Administration			
	the 1976 Constitution					in its true form			
	on local government	Explain Local				before the 1976			
	reforms.	Government				reforms.			
		Administration before							
		the 1976 reforms.							

Gene	ral Objective: 2.0 Know the r		n Community De	evelopment.	
2	2.1 Describe Local	Explain Local	White		Explain Local
	Government as an	Government as an agent	Board		Government as
	agent of Community	of Community	-Marker		an
	Development.	Development. Give	-Projector		Local
		examples of local	Accessories		Community in
		community	-Relevant		the Development
		mobilization in the	Textbooks		task.
		development task.	/Journals		
	2.2 Describe the	Explain Mobilization of	-Internet		Explain Local
	Mobilization of the	the Local Community	Facilities		Government as
	Local Community in	in the Development			an intermediary
	the Development	task.			between the
	task.				Community and
	2.3 Describe Local	Explain Local			other agents of
	Government as an	Government as an			Government.
	intermediary between	intermediary between			
	the Community and	the Community and			
	other agents of	other agents of			
	Government.	Government.			
Gene	ral Objective: 3.0 Understand	d the functions of Local Go	vernment.		
3-4	3.1 Describe the	Explain the following	White		Describe the
	following Local	Local Government	Board		following Local
	Government	Functions:	-Marker		Government
	Functions:	Local	-Projector		Functions:
	• Local	Government and	Accessories		• Local

	 Government and Security. Local Government in the adjudication of Justice. Local Government and Education. Transportation and Communication functions. Local Government in the task of Economic Development, etc. 3.2 Identify the impact Of the Local Government Functions In 3.1 above on the Community. 	 Security. Local Government in the adjudication of Justice. Local Government and Education. Transportation and Communication functions. Local Government in the task of Economic Development, etc Bring out the space of the Local Government functions in 3.1 on the Community. 	-Relevant Textbooks /Journals -Internet Facilities Nigerian constitution 1999		Government and Security. • Local Government in the adjudication of Justice. • Local Government and Education. • Transportatio n and Communicati on functions. Local Government in the task of Economic Development , etc Give the Impact of the Local Government functions in 3.1 above on the
					Community.
	l Objective: 4.0 Appreciate			rnment in Nigeria.	
5-6	4.1 Explain the following	Explain the following	White		Explain the
	Historical	Historical Development	Board		following
	Development in	in Nigeria.	-Marker		Historical
	Nigeria.	• The introduction			Development in

• The introduction	of indirect rule	-Projector		Nigeria.
of indirect rule	administration	Accessories		• The
administration.	• Reason for	-Relevant		Introduction of
• Reason for	indirect rule	Textbooks		indirect rule
indirect rule	administration.	/Journals		administration.
administration.	• The adoption at	-Internet		• Reason for
• The adoption at	indirect rule in	Facilities		indirect rule
indirect rule in	various parts of			administration.
various parts of the country.	the country.			• The adoption
Problems of	• Problems of			at indirect rule
Indirect rule	indirect Rule			in various parts
Administration. Local 				of the country
Government				• Problems of
Administration				indirect Rule
After				
Independence				
4.2 Explain the Local				
Government				
Reforms of 1976.				
4.3 Explain the Local				
Government reforms				
From 1976 to				
date.				

Genera	al Objective: 5.0 Appreciate	the role of Traditional Rule	ers in Local Government Administra	tion.	
7-8	5.1 Explain the role of	Describe the role of	White Board		Explain the role
	Traditional Rulers	Traditional Rulers	-Marker		of Traditional
	before Colonization.	before Colonization.	-Projector		Rulers before,
	5.2 Explain the		Accessories		during and after
	Traditional Rulers'	Describe the Traditional	-Relevant		Colonial era.
	role in the Colonial	Rulers' role in the	Textbooks		
	era.	Colonial era.	/Journals		Describe
	5.3 Describe the		-Internet		Traditional
	changing patterns of	Explain the changing	Facilities		Rulers' after the
	Traditional Rulers'	patterns of Traditional			reforms.
	functions after	Rulers' functions after			
	independence.	independence.			Explain future
	5.4 Explain the				roles of
	Traditional Rulers'	Describe the Traditional			Traditional
	after the reforms.	Rulers' after the			Rulers.
	5.5 Describe the future	reforms.			
	roles of Traditional				
	Rulers.	Explain the future roles			
		of Traditional Rulers.			
Genera	al Objective: 6.0 Appreciate	comparative Local Govern	ment Administration		<u> </u>
9-10	6.1 Recognize the	Discuss the prospects	White Board		Outline reasons
	prospects of	of Diversification for	-Marker		for the
	Diversification for	sustainable			restructuring or

sustair	nable	development in Nigeria	-Projector		otherwise of the
develo	pment in	Describe Local	Accessories		Nigerian
Nigeri	a.	Government	-Relevant		economy.
6.2 Explai	n Local	Administration in the	Textbooks		
Gover	nment	different phases of	/Journals		Explain Local
Admir	nistration in the	Political Development	-Internet		Government
differe	ent phases of	with inter-regional	Facilities		Administration
Politic	al Development	comparison in Nigeria.			in the different
with in	nter-regional				phases of
compa	rison in Nigeria.	Bring out Local			Political
6.3 Introdu	uce Local	Government in Britain,			Development
Gover	nment in	Nigeria, France,			with inter-
Britair	n, Nigeria,	Tanzania, America,			regional
France	e, Tanzania,	Russian and China.			comparison in
Ameri	ca, Russian and				Nigeria.
China.		Describe the impact of			
6.4 Explai	n the impact of	the non-African types			Describe Local
the not	n-African types	of Local Government			Government in
of Loc	al Government	on the African styles.			Britain, Nigeria,
on the	African types.				France,
					Tanzania,
					America,
					Russian and
					China.

			Explain the
			impact of the
			non-African
			types of Local
			Government on
			the African
			styles.

HND 1 – 2ND SEMESTER

Programme: Higher National Diploma in Public Administration							
Course: Administrative Law	Code: PAD 325	Credit Unit: 2					
	Credit Hour: 2	Theoretical: 2 Hours					
Year: 1 Semester: II	Pre-requisite	Practical: 0 Hour					
Goal: This course is to enable the student to apprecia	ate administrative law and administrative auth	ority					
General Objectives: On the completion of the course	, students should be able to:						
 1.0 Appreciate administrative law and administration. 2.0Appreciate the powers and of administration. 3.0Appreciate the legislative powers of Governme 4.0Appreciate the judicial and quasi-judicial powe 5.0Appreciate the control over administrative powe 6.0Appreciate administrative activities. 7.0 Appreciate Local Government byelaws. 	nt. rs of Government.						

Course	: Administrative Law		Code: PAD 3	Code: PAD 325		Credit Unit: 2		
			Credit Hour:	2	Theoretical	: 2 Hours		
Year: 1	Semester: II		Pre-requisite		Practical:	0 Hour		
	This course is to enable the stu	**		d administrative	authority			
Genera	al Objective: 1.0 Appreciate a	administrative law and au	thorities.					
**7	Theoretical Content		D	Practical Con				
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Evaluation		
1	1.1 Explain the concepts	1 Describe the	White Board			Explain the concept of		
	of administrative law	concept of	-Marker			administrative law,		
	in Nigeria.	administrative law,	-Projector			evolution of		
	1.2 Explain the evolution	evolution of	Accessories			administrative law		
	of administrative law	administrative law	-Relevant			and the laws and		
	in Nigeria.	and the laws and	Textbooks			practice governing		
	1.3 Explain the law and	practice governing	/Journals			the organization,		
	practice governing the	the organization,	-Internet			personal powers,		
	organization,	personal powers,	Facilities			functions, rights,		
	personnel powers,	functions, rights,				obligations and		
	functions, rights,	obligations and				responsibilities of		
	obligations and	responsibilities of				public authorities.		
	responsibilities of	public authorities.						
	public authorities.							

2-3	2.1 State the executive	List the executive	White Board		Mention the executive
	powers in the	powers in the	-Marker		powers in the
	constitution of	constitution of Nigeria	-Projector		constitution of Nigeria
	Nigeria.		Accessories		
	2.2 Explain the legislative,	Describe Legislative,	-Relevant		Examine Legislative,
	executive and judicial	executive and judicial	Textbooks		executive and judicial
	powers of	powers of	/Journals		powers of
	administration.	administration as well	-Internet		administration as well
	2.3 Explain judicial and	as judicial and Quasi-	Facilities		as judicial and quasi-
	quasi-judicial powers	judicial powers of the			judicial powers of the
	of the Ministers and	Minister and			Minister and
	Commissioners.	Commissioners			Commissioners
	2.4 Explain the concepts	together within the			together within the
	of Ministerial	concepts of ministerial			concepts of ministerial
	responsibility.	responsibility and			responsibility and
	2.5 Describe the operation	delegated legislation			delegated legislation
	of administrative				
	tribunals and delegated				
	legislation.				
Gene	ral Objective: 3.0 Appreciate	the legislative powers of	government.		
4	3.1 Explain the principle	Examine the	White Board		Describe the principles
	of delegated	principles of delegated	Marker		of delegated
	legislation.	legislation			legislation
				I	

	3.2 Outline the various		Projector		
	arguments for and	State the various	Accessories		List the various
	against the practice of	arguments for and	Relevant		arguments for and
	delegated legislation.	against the practice of	Textbooks		against the practice of
	3.3 Explain the various	delegated legislation	Journals		delegated legislation
	forms of control over		Internet		
	delegated legislation	Describe the various	Facilities		Explain the various
	• pre-drafting	forms of control over			forms of control over
	consultation,	delegated legislation			delegated legislation
	• parliamentary	such as pre drafting			such as pre drafting
	control,	consultation,			consultation,
	• judicial review	parliamentary control,			parliamentary control,
	• publicity	judicial review and			judicial review and
		publicity			publicity
Genera	l Objective: 4.0 Appreciate	the judicial and quasi-jud	icial powers of gove	ernment	
5-6	4.1 Explain the power of	Describe the power of	White Board		Explain the power of
	Statutory or	Statutory or	-Marker		Statutory or
	administrative	Administrative	-Projector		administrative
	tribunals, special	tribunals, special	Accessories		tribunals, special
	tribunals, tribunal of	tribunals, tribunal of	-Relevant		tribunals, tribunal of
	inquiry and public	inquiry and public	Textbooks		inquiry and public
	inquiry.	inquiry.	/Journals		inquiry.
	4.2 Explain the	Examine the	-Internet		
	President's/Governor's	President's/Governor's	Facilities		Describe the

	powers of prerogative	powers of prerogative		President's/Governor's
	of Marcy.	of Marcy.		powers of prerogative
	4.3 Explain the various			of Marcy.
	arguments for and	Explain the various		
	against the practice of	arguments for and		Examine the various
	administrative	against the practice of		arguments for and
	adjudication.	administrative		against the practice
	4.4 Explain the principle	adjudication.		
	of natural justice (right			Describe the principle
	to a fair hearing and	Examine the principle		of natural justice, such
	the rule against	of natural justice (right		as right to a fair
	interest and bias, etc.)	to a fair hearing and		hearing and the rule
		the rule against		against interest and
		interest and bias, etc.)		bias, etc.
Genera	al Objective: 5.0: Appreciate	the control over administ	rative powers.	
7-8	5.1 Explain the National	Describe the National	White Board	Examine the
	Assembly and State	Assembly and State	-Marker	National Assembly
	Assembly control of	Assembly control of	-Projector	and State
	administrative powers.	administrative powers.	Accessories	Assembly control
			-Relevant	of administrative
	5.2 Describe the principles	Explain the principles	Textbooks	powers.
	of Natural Justice.	of Natural Justice.	/Journals	
				Describe the principles

5.3 Explain the powers	Describe the powers	-Internet	of Natural Justice.
and functions of the	and functions of the	Facilities	
OMBUDSMAN	OMBUDSMAN		Explain the powers
(Public Complaints	(Public Complaints		and functions of the
Commission) and the	Commission) and the		OMBUDSMAN
Anti-Corruption	Anti-Corruption		(Public Complaints
Tribunal.	Tribunal.		Commission) and the
			Anti-Corruption
5.4 Explain the Judicial	Examine the Judicial		Tribunal.
Control process.	Control process.		Describe the Judicial
5.5 Explain the effects of	Describe the effects of		Control process.
ultra-virus and	ultra-virus and		
unreasonable acts of	unreasonable acts of		Explain the effects of
administration.	administration		ultra-virus and
			unreasonable acts of
5.5 Explain the various	Describe the various		administration.
writs and court orders	writs and court orders		
Habeas corpus,	Habeas corpus,		Explain the various
mandamus,	mandamus,		writs and court orders
certiorari/prohibition.	certiorari/prohibition		Habeas corpus,
			mandamus,
5.6 Explain statutory	Describe statutory		certiorari/prohibition.
enquiries and special	enquiries and special		
tribunals.	tribunals		Explain statutory

			enquiries and special
5.7 Explain availability to	Describe availability		tribunals.
the public of the	to the public of the		
administrative	administrative		Explain availability to
authority and powers.	authority and powers.		the public of the
			administrative
			authority and powers
ral Objective: 6.0 Appreciate a	administrative activities.		
6.1 Explain the powers	Describe the powers	White Board	Examine the powers
required for the	required for the	-Marker	required for the
Principal/Major	Principal/Major	-Projector	Principal/Major
administrative	administrative	Accessories	administrative
activities in Modern	activities in Modern	-Relevant	activities in Modern
States.	States.	Textbooks	States.
6.2 Explain the powers	Describe the powers	/Journals	
required for the	required for the	-Internet	Explain the powers
Principal/Major	Principal/Major	Facilities	required for the
administrative	administrative		Principal/Major
activities in Modern	activities in Modern		administrative
States.	States.		activities in Modern
6.3 Explain the liberties of	Describe the liberties		States.
citizens' charter.	of citizens' charter		Explain the liberties of
			citizens' charter
	 the public of the administrative authority and powers. ral Objective: 6.0 Appreciate a 6.1 Explain the powers required for the Principal/Major administrative activities in Modern States. 6.2 Explain the powers required for the Principal/Major administrative activities in Modern States. 6.2 Explain the powers required for the Principal/Major administrative activities in Modern States. 6.3 Explain the liberties of 	the public of the administrative authority and powers.to the public of the administrative authority and powers.ral Objective: 6.0 Appreciate administrative authority and powers.to the public of the administrative authority and powers.6.1 Explain the powers required for the Principal/Major administrative activities in Modern States.Describe the powers required for the Principal/Major administrative activities in Modern States.Describe the powers required for the Principal/Major administrative activities in Modern States.6.2 Explain the powers required for the Principal/Major administrative activities in Modern States.Describe the powers required for the Principal/Major administrative administrative activities in Modern States.6.3 Explain the liberties of bescribe the liberties	the public of the administrative authority and powers.to the public of the administrative authority and powers.ral Objective: 6.0 Appreciate administrative activities.6.1 Explain the powersDescribe the powersWhite Boardrequired for the Principal/Majorrequired for the Principal/Major-Marker6.2 Explain the powersDescribe the powersAccessories6.2 Explain the powersDescribe the powers-RelevantStates.States.Textbooks6.2 Explain the powersDescribe the powers/Journalsrequired for therequired for the-InternetStates.States.Facilitiesadministrative administrativeadministrativeadministrative states.States.States.6.3 Explain the liberties of bescribe the libertiesStates.

Genera	al Objective: 7.0 Appreciate l	Local Government byelaw	/8.	
10	7.1 Define bye-law	Conceptualize bye-law	White Board	Explain bye-law.
	7.2 Describe the process	state the process of	-Marker	state the process of
	of making byelaws.	making byelaws.	-Projector	making byelaws.
	7.3 Explain local	Describe local	Accessories	
	government bye-laws	government bye-laws	-Relevant	Mention local
	in respect of security,	in respect of security,	Textbooks	government bye-laws
	markets, motor parks,	markets, motor parks,	/Journals	in respect of security,
	economic	economic	-Internet	markets, motor parks,
	development,	development,	Facilities	economic
	sanitation, community	sanitation, community		development,
	health,	health, etc.		sanitation, community
				health, etc.

Programme: Higher National Diploma in Public A	Programme: Higher National Diploma in Public Administration									
Course: Public Personnel Management	Code: PAD 326	Credit Unit: 3								
	Credit Hour: 3	Theoretical: 3 Hours								
Year: 1 Semester: II	Pre-requisite:	Practical: 0 hour								
Goal: This course is designed to enable students under	rstand the practice of Personnel Management	in the Nigerian Public Service.								
General Objectives: On the completion of the course	, students should be able to:									
 1.0 Understand the institutional framework for the 2.0 Appreciate the process of manpower planning 3.0 Recognize the processes in the Recruitment, Se 4.0 Appreciate the process of training and develop 5.0 Appreciate the activities involved in performant 6.0 Know the various reward schemes in the service 	and budgeting in the public service. election and Placement of staff in the service. ment in the service. nce appraisal in the service.	e.								

Program	mme: Higher National Diplo	oma in Public Admin	istration			
0			Code: PAD 32		Credit Unit: 3	
			Credit Hour:		Theoretical:	3 Hours
Year: 1			Pre-requisite:			0 hour
	his course is designed to enab				U	
Genera	1 Objective: 1.0 Understand t	he institutional frame	work for the mai		the public servic	e.
Week	Theoretical Content Specific Learning	Teacher's	Resources	Practical Content Specific Learning	Teacher's	Evaluation
WEEK	Outcomes	Activities	Resources	Outcomes	Activities	
1-2	1.1 Describe the role of	Discuss the role of	White Board			Explain the
	personnel management	personnel	-Marker			functions of
	in the public sector.	management in the public sector.	-Projector			Various organs for
	1.2 Identify the various		Accessories			managing
	organs for managing	State various	-Relevant			personnel in the
	personnel in the	organs for managing	Textbooks			service
	service e.g.	personnel in the	/Journals			Public Service
	Public Service	service e.g.,	-Internet			Commission,
	Commission,	Public Service Commission,	Facilities			• Local
	Local Government	Local				Government
	Service	Government				Service
	Commission,	Service Commission,				Commission,
	Police Service	 Police Service 				Police Service
	Commission,	Commission,				Commission,
	Judicial Service	• Judicial Service				• Judicial
	Commission, etc.	Commission, etc.				Service
	1.3 Explain the roles and	State the roles and				Commission,

	functions of the Public	functions of the Public Service				etc
	 Service Commission. 1.4 Describe the composition and responsibilities of Personnel Management Committees, e.g.: Junior Staff Committee (Local) Junior Staff Committee (Headquarters) Senior Staff Committee Management Staff Committee. 	Public Service Commission. State the composition and responsibilities of Personnel Management Committees, e.g.: • Junior Staff Committee (Local) • Junior Staff Committee (Headquarter) • Senior Staff Committee • Management Staff Committee.				State the composition and responsibilities of Personnel Management Committees, e.g.: Junior Staff Committee (Local) Junior Staff Committee (Headquarter) Senior Staff Committee (Headquarter) Senior Staff Committee
	Objective: 2.0 Appreciate t	he process of manpow	ver planning and	budgeting in the public s	ervice.	
3-4	2.1 Explain the staff needs	Explain Manpower	White Board			Discuss the
	of public service	Planning in the	-Marker			processes of
	organizations.	service.	-Projector			Manpower
		Explain	Accessories			Planning in the

2.2 Expl	ain the processes	understaffing and	-Relevant		service.
of M	anpower Planning	overstaffing	Textbooks		
in the	e service.	problems in the	/Journals		Explain the
		service	-Internet		following:
2.3 Ident	tify understaffing		Facilities		- under-staffing
and o	overstaffing	Describe the future			and
probl	lems in the	needs of employees			-over-staffing
servi	ce.	in the service.			Suggest
					appropriate
2.4 Proff	fer appropriate	Explain Manpower			solutions to the
solut	ions to the	Budget and its			problems of
probl	lems in 2.3 above.	procedures in the			under-staffing and
		service.			overstaffing in
2.5 Expl	ain how to handle	Identify the			service.
understa	ffing	problems of			
and o	overstaffing	Manpower			
probl	lems.	Planning and			
		Budgeting in the			
2.6 Fores	cast the future	service.			
need	s of employees in				
the se	ervice.	Bring out solutions			
		to problems in 2.8			
2.7 Exp	lain Manpower	above.			
Bud	get and its				

	procedures in the					
	service.					
	2.8 Identify the problems					
	of Manpower					
	Planning and					
	Budgeting in the					
	service.					
	2.9 Proffer solutions to					
	problems in 2.8 above.					
Genera	l Objective: 3.0 Recognize th	ne processes in the Rec	cruitment, Select	tion and Placement of sta	ff in the service.	
5-6	3.1 Explain how to draw	Bring up	White Board			Explain selection
	up advertisement for	advertisement for	-Marker			criteria such as
	existing vacancies.	existing vacancies.	-Projector			Educational
	3.2 Identify selection	Explain selection	Accessories			Qualifications,
	criteria such as	criteria such as	-Relevant			experience, Skills
	Educational	Educational	Textbooks			and Physical
	Qualifications,	Qualifications,	Journals			Characteristics
	experience, Skills and	experience, Skills	Internet			
	Physical	and Physical	Facilities			Explain the
	Characteristics.	Characteristics.				methods of
	3.3 Explain the methods	Describe methods				placement and
	of placement and	of placement and				orientating new
	orientating new	orientating new				employees to a

	employees to a new	employees to a			new environment
	environment in the	new environment			in the Public
	Public Service.	in the Public			Service.
		Service.			
Genera	al Objective: 4.0 Appreciate th	he process of training	and development	in the service.	
7-8	4.1 State reasons for	Describe reasons	White Board		Bring out reasons
	training in the service.	for training in the	-Marker		for training in the
	4.2 Describe the methods	service.	-Projector		service.
	of analyzing training		Accessories		
	needs in the service.	Explain the	-Relevant		Describe the
		methods of	Textbooks		methods of
	4.3 Explain the different	analyzing training	/Journals		analyzing training
	types of training like	needs in the	-Internet		needs in the
	on-the-job training,	service.	Facilities		service.
	job instruction, in-				
	service training, etc.	Demonstrate the			Describe the
		different types of			different types of
	4.4 Identify development	training like on-			training like on-
	potentials (e.g.	the-job training			the-job training
	preparation for	Job instruction, in-			Job Instruction,
	advancement)	service			In-service
		training, etc.			Training, etc.
	4.5 Explain how to design				
	a training programme.				

	4.6 Explain how to				
	implement the				
	programme in 4.5				
	above.				
General	Objective: 5.0 Appreciate t	he activities involved	in Performance A	Appraisal in the Service.	
9-10	5.1 Explain the purposes	Describe the	White Board		Describe the
	and importance of	purposes and	-Marker		purposes and
	staff appraisal.	importance of staff	-Projector		importance of staff
	5.2 State the criteria for	appraisal.	Accessories		appraisal.
	staff appraisal.		-Relevant		
	5.3 State how to conduct	Write out the	Textbooks		Give the criteria
	an appraisal interview.	criteria for staff	Journals		for staff appraisal.
	5.4 Describe open	appraisal.	Internet		
	reporting system.		Facilities		Identify how to
	5.5 Explain the annual	Demonstrate how	Specimen of		conduct an
	performance	to conduct an	Performance		appraisal interview
	evaluation report	appraisal interview.	Appraisal		
	forms.	E	Form		Describe Open
	5.6 Explain performance	Explain Open			Reporting system.
	1 1	Reporting system.			Explain the
		Evaluate the			Annual
		Annual			Performance
		Performance			Evaluation Report
		Evaluation Report			forms.
		forms.			

	I Objective: 6.0 Know the va				
11-12	6.1 Explain the processes	Describe the	White Board	Explai	in fringe
	of salary and wages	processes of salary	-Marker	benefit	ts and
	administration in the	and wages	-Projector	allowa	nces in the
	public service.	administration in	Accessories	service	.
	6.2 Identify the various	the public service.	-Relevant		
	fringe benefits and		Textbooks	Descrit	be processes
	allowances in the	Bring up the	/Journals	for:	
	service.	various fringe	-Internet	Retirer	ment
	6.3 Explain the welfare	benefits and	Facilities	Benefi	ts (e.g.
	programmes in the	allowances in the		Pensio	ns,
	service e.g.	service.		Gratuit	ty, and Post-
	• Staff Clinic,	Assess the welfare		Retirer	ment.
	• Staff Bus,	programmes in the			
	• Staff Canteens,	service (e.g. Staff			
	etc.	Clinic, Staff Bus,			
	6.4 Explain Retirement	Staff Canteens,			
	Benefits e.g.	etc.)			
	• Pensions,	Analyze			
	• Gratuity,	Retirement			
	• Post-retirement	Benefits (e.g.			
	Engagement, etc	Pensions, Gratuity,			
		and Post-			
		Retirement.			

Programme: Higher National Diploma in Public Administration									
Course: Advanced Local Government FinanceCode: LGS 301Credit Unit: 2									
	Credit Hour: 2	Theoretical: 2 Hours/week							
Year: 1 Semester: II	Pre-requisite: Introduction to local	Practical: 0 hours/week							
	government finance								
Goal: This course is designed to enable students acqui	re knowledge of Financial Management.								
General Objectives: On the completion of the course,	, students should be able to:								
1. Understand the source of Local Government Fi	nance and system of its control.								
2. Understand the need for Sound Systems of Sto	re Management.								
3. Understand Investment and Renewal Funds.									

Progra	Programme: Higher National Diploma in Public Administration									
Course	: Advanced Local Gover	mment Finance	Code: LGS 301		Credit Unit: 2					
			Credit Hour: 2		Theoretical:	2 Hours				
Year: 1	Semester: II		-	troduction to local	Practical:	0 Hours				
~			government finar							
	This course is designed to e				<u> </u>					
Genera	I Objective: 1.0 Understa Theoretical Content	ind the sources of Loc	al Government Fir	Practical Content	f its control.					
Week	Specific Learning	Teacher's	Resources	Specific Learning	Teacher's	Evaluation				
	Outcomes	Activities	100001000	Outcomes	Activities					
1-2	1.1 Explain the sources	State sources of	White			Discuss sources of				
	of local	LG Finances and	Board/Marker,			LG Funds and				
	government	center of system of	Projector and			required system of				
	finance.	the Finance.	accessories, and			financial control.				
	1.2 Explain the control		relevant text							
	system requirement	State duties of the	Books,			Discuss duties of the				
	for Local	Treasurer.	Journals,			Treasurer in a Local				
	Government		approved			Government known				
	Finance.	Discuss Estimates	relevant Rules			to you.				
	1.3 Explain the	and variations,	and Regulations							
	Internal and	Authority to Incur	and Internet			Discuss the following				
	External Controls	Expenditure, and	Facilities.			terms;				
	of Local	Authority to Incur				• Estimates and				
	Government	variation and vary				variations.				

	Finance.	Authorized			• Authority to
	1.4 Explain the duties	Establishment.			incur
	of the Treasurer.				Expenditure
	1.5 Explain estimates				and to vary
	and variation in				Authorized
	Estimates.				Establishment.
	• Authority to				
	Incur				
	Supplementary				
	Expenditure				
	(AISE)				
	• Authority to vary				
	Authorized				
	Establishment				
	(LGT Form				
	111 and 54)				
Genera	I Objective: 2.0 Understa	and the need for Sound	d Systems of Store	management.	
3	2.1 Describe types of	Identify types of	White		Describe types of
	Stores.	Stores.	Board/Marker,		Stores known to you.
	2.2 Explain allocated		Projector and		
	Stores and	Discuss types of	accessories, and		Distinguish among
	unallocated stores.	Stores.	relevant text		allocated Stores,
	2.3 Explain	Compare types of	Books,		unallocated stores and
	unallocated Stores	stores.	Journals,		suspense Account.

	suspense Account.		approved		
			relevant rules		
			and regulations		
			and internet		
			facilities		
Gener	al Objective: 3.0 Understa	and Investment and Re	enewal Funds.	I	I
4-5	3.1 Define Renewal	Explain the	White		Describe;
	Fund as sinking	concepts of;	Board/Marker,		• Renewal of
	funds.	• Renewal fund	Projector and		fund.
	3.2 Explain Renewal	• Sinking fund	accessories, and		Sinking fund
	Investments and	Renewal investments	relevant text		Renewal
	Renewal Fund	Renewal fund	Books, Journals,		investment and
	Deposit.	deposit.	approved relevant		Renewal of
	3.3 Relate both	Compare renewal	rules and		deposit.
	Renewal	investment and	regulations and		Explain relationship
	Investment and	deposit to recurrent	internet facilities		between renewal
	Deposit to	Local Government			investment and
	Recurrent	expenditure.			deposit with recurrent
	Expenditure of				LG expenditure.
	Local Government.	State advantages of			I
	3.4 Explain the	investments.			Discuss advantages of
	advantages of				investments.
	Investments.				

HIGHER NATIONAL DIPLOMA IN PUBLIC ADMINISTRATION (YEAR II) HND 11 – 1st SEMESTER

Programme: Higher National Diploma in Public Administration									
Course: Rural Development	urse: Rural DevelopmentCode: PAD 411Credit Unit: 3								
	Credit Hour: 3	Theoretical: 3 Hours							
Year: II Semester: 1	Pre-requisite	Practical: 0 Hours							
Goal: This course is designed to acquaint students wit	h the Origin, Nature and Characteristics of the	e Rural							
General Objectives: On the completion of the course,	, students should be able to:								
 1.0 Understand the concept of Rural Development 2.0 Know the various theories and approaches to R 3.0 Trace the origin, nature and characteristics of F 4.0 Identify the relationship between the Rural and 5.0 Understand the philosophy, strategies and proc 6.0 Understand the problems of Rural Development 	Rural Development Rural Environment. Urban sectors of the Nigerian Society. esses of Rural Development in Nigeria.								

Program	mme: Higher National Diple	oma in Public Admini	stration			
Course	: Rural Development	_	Code: PAD 411		Credit Unit: 3	
			Credit Hour: 3		Theoretical:	3 Hours
Year: I		· · · · · · · · · · · · · · · · · · ·	Pre-requisite:		Practical:	0 Hours
	his course is designed to acque I Objective: 1.0 Appreciate t		<u> </u>	Characteristics of the	Rural	
Genera	Theoretical Content	ne concept of Kurai De	velopment	Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Evaluation
1	1.1 Define Rural	Explain	White			Describe what
	Developments.	developments.	Board/Marker,			is
	1.2 Explain the basic	In term of its	Projector and			development;
	concepts relating to	concept relating to	accessories,			relate it to the
	Rural Society.	rural society,	Relevant text			basic concept
	1.3 Explain the Political	political economy of	Books,			of rural
	Economy of	colonialism and	Journals and			society,
	Colonialism and Neo-	neo-colonialism as	internet			political
	colonialism and how	related to rural	facilities.			economy of
	they relate to rural	Nigeria.				colonialism as
	Nigeria.					related to rural
						Nigeria.
Genera	l Objective: 2.0 Know the va	arious theories and appr	oaches to Rural D	evelopment.		
2-3	2.1 Explain the question	Explain the question	White			Describe the
	of improvement	of impairment	Board/Marker,			question of
1	versus transformation.		Projector and			impairment

	2.2 Describe the Soviet,	versus	accessories,		versus
	Chinese and	transformation	Relevant text		transformation
	Tanzanian models of		Books,		
	Rural Development.	Examine the soviet,	Journals and		
	2.3 Describe the various	Chinese and	internet		Explain the
	approaches to Rural	Tanzania Models of	facilities		soviet, Chinese
	Development (e.g.	Rural Development.			and Tanzania
	directives, non-	-			models of rural
	directive, etc.)	Examine the various			development.
		approaches to Rural			-
		Development such			Describe the
		as directive and			various
		non-directive etc.			approaches to
					rural
					development
					such as
					directive and
					non-directive
					etc
General	Objective: 3.0 Trace the ori	gin, nature and charac	teristics of Rural E	Invironment.	
	3.1 Explain the	Examine the	White		Describe the
	Development of Rural	development of	Board/Marker,		development
	Nigeria.	rural Nigeria.	Projector and		of rural
	Nigeria.	rarar rugoria.			

	economic formation of	Explain the socio	Relevant text			
	Rural Nigeria.	economy	Books, Journals			Explain the
	3.3 Explain the nature and	formation of rural	and internet			socio economy
	dynamics of Rural	Nigeria together	facilities			formation of
	Economics with	with nature and				rural Nigeria
	reference to agrarian	dynamics of rural				together with
	and non-agrarian	economics with				nature and
	sectors.	reference to				dynamics of
		agrarian and non-				rural
		agrarian sectors.				economics
						with reference
						to agrarian and
						non-agrarian
						sectors.
General	Objective: 4.0 Identify the 1	l relationship between t	he Rural and Urbar	sectors of the Nigerian	n Society.	
5-6	4.1 Explain the various	Describe the	White		•	Explain the
	forms of relationships	various forms of	Board/Marker,			various forms
	that exist between the	relationships that	Projector and			of relationships
	Rural and Urban	exist between the	accessories,			that exist
	sectors of the Nigerian	rural and urban	Relevant text			between the
	Society.	sectors of the	Books, Journals			rural and urban
	4.2 Examine the	Nigerian society	and internet			sectors of the
	contribution of the	and the	facilities			Nigerian
	Rural Society in	contribution of the				society and the

Nigeria in terms of	rural society in		coi
Production, supply of	Nigeria in times of		th
Labour, etc., to the	production, supply		so
Nigerian Economy.	of labour etc. to the		Ni
4.3 Describe the Rural	Nigerian economy.		tin
setting and			pro
Governmental Bodies,	Examine the rural		sup
e.g. Local, State and	setting and		lab
Federal Government	governmental		the
agencies in Nigeria.	bodies such as		eco
4.4 Analyze the dialectical	Local, State and		
relationship between	Federal		Ex
Rural and Urban	Government		rur
sectors of Nigeria.	Agencies in		and
	Nigeria.		go
			boo
	Describe the		Lo
	dialectical		and
	relationship		Go
	between rural and		Ag
	urban sectors of		Nig
	Nigeria.		
			Ex
			rel

						between rural
						and urban
						sectors of
						Nigeria.
Gener	al Objective: 5.0 Understand	the philosophy, strateg	gies and processes of	of Rural Development i	n Nigeria.	
7-8	5.1 Explain the	Examine the	White			Explain the
	Philosophy behind	philosophy behind	Board/Marker,			philosophy
	Rural Development in	rural development,	Projector and			behind rural
	Nigeria.	strategies and	accessories,			development,
	5.2 Describe the strategies	processes of rural	Relevant text			strategies and
	and processes of Rural	development in	Books, Journals			processes of
	Development in	Nigeria.	and internet			rural
	Nigeria.		facilities			development in
	5.3 Identify the strategies	Observe the				Nigeria.
	and processes of Rural	strategies and				
	Development in	processes of rural				Identify the
	Nigeria from 1940 to-	development in				strategies and
	date.	Nigeria from 1940				processes of
		to date.				rural
						development in
						Nigeria from
						1940 to date.

Genera	al Objective: 6.0 Understand	the problems of Rural	Development in N	igeria.	
9-10	6.1 Enumerate the	Outline the	White		List the
	problems of Rural	problems of rural	Board/Marker,		problems of
	Development in	development in	Projector and		rural
	Nigeria.	Nigeria.	accessories,		development in
	6.2 Analyze the origin of		Relevant text		Nigeria.
	the problems of rural	Examine the origin	Books, Journals		
	development in	of the problems of	and internet		Explain the
	Nigeria.	rural development	facilities		origin of the
	6.3 Describe the probable	in Nigeria.			problems of
	solutions to the	Suggest			rural
	problems of rural	probable			development in
	development in	solution.			Nigeria.
	Nigeria.				Identify
					probable
					solution.

Programme: Higher National Diploma in Public Administration								
Course: Comparative Local Government	ourse: Comparative Local GovernmentCode: PAD 412Credit Unit: 3							
	Credit Hour: 3	Theoretical: 3 Hours						
Year: II Semester: 1	Pre-requisite:	Practical: 0 hour						
Goal: This course is designed to enable students unde	rstand the different forms and techniques of l	ocal government administration and						
their application in different phases.								
General Objectives: On the completion of the course,	students should be able to:							
1.0 Trace the history of local governments in Niger	ria.							
2.0 Appreciate local government in the different ph	arases of political development in Nigeria.							
3.0 Appreciate inter-regional differences in local g	overnment administration in Nigeria.							
4.0 Understand the various models of local government administration.								
5.0 Appreciate local government reforms in Nigeri	a.							

Program	mme: Higher National Diplo	oma in Public Admin	istration			
Courses	: Comparative Local Govern	nment	Code: PAD 4		Credit Unit: 3	
			Credit Hour:		Theoretical: 3 Hours	
Year: I			Pre-requisite:		Practical:	0 hour
their app	his course is designed to enab plication in different phases.			orms and techniques of lo	ocal government ad	ministration and
Genera	l Objective: 1.0 Trace the hist	ory of local governme	ent in Nigeria.			
XX7 I-	Theoretical Content	Teacher's	Deserves	Practical Content	Teacher's	E
Week	Specific Learning Outcomes	Activities	Resources	Specific Learning Outcomes	Activities	Evaluation
1-2	1.1 Explain the need to	Describe the	White Board			Explain the
	establish a local unit of	concept of local	-Marker			concept of
	administration.	administration, its	-Projector			local
	1.2 Explain direct colonial	historical	Accessories			government
	administration and its	background,	-Relevant			administration
	failure.	importance and	Textbooks			and factors
	1.3 Explain the	structure of the	/Journals			that
	introduction of indirect	council.	-Internet			characterized
	rule administration.		Facilities			Local
	1.4 Describe native	State various				government
	authority in the	reforms on local				administration
	colonial era.	government before				development
	1.5 Describe the local	and after 1976				in Nigeria
	government system					Examine
	after the 1976 reforms.					major reforms
						in Local

						Government
						administration
						after 1976
Gener	al Objective: 2.0 Appreciate	local government in th	e different phrases	s of political developme	nt in Nigeria.	I
3-4	2.1 Describe local	State the various	White Board			Compare and
	government in the	features of Local	-Marker			contrast Local
	colonial era.	Government	-Projector			Government
	2.2 Explain local	administration	Accessories			administration
	government after	during the colonial	-Relevant			during the
	independence.	independence and	Textbooks			colonial
	2.3 Explain local	1976 Local	/Journals			independence
	government after the	Government	-Internet			and 1976
	1976 reforms.	reforms	Facilities			Local
						Government
	2.4 Explain local	Discuss the				reforms.
	government and	concept of Local				Describe
	representative	Government and				Local
	government.	representative				Government
		governance				and
						representative
						governance.
Gener	al Objective: 3.0: Appreciate	Inter-regional differen	ces in local gover	rnment administration in	Nigeria.	·
5-6	3.1 Describe local	State the	White Board			Explain the
	government	distinguishing	-Marker			distinguishing

administration in the	features of local	-Projector		features of
North.	government	Accessories		local
3.2 Describe local	administration in	-Relevant		government
government	the North, East and	Textbooks		administration
administration in the	Western parts of	/Journals		in the North,
East.	Nigeria	-Internet		East and
3.3 Describe local		Facilities		Western parts
government	Explain municipal			of Nigeria
administration in the	government as			
West.	different from			Compare
3.4 Describe municipal	local government			municipal
governments.				government
3.5 Describe the present	Describe the			as different
unified system of local	features of the			from local
government	unified local			government
administration.	government			
	administration.			Explain the
				Unified local
				government
				administration
				in Nigeria
				today.

	al Objective: 4.0 Understand			ent administration.	
7-8	4.1 Describe the Anglo-	State the various	White Board		Explain the
	Saxon model.	models applicable	-Marker		various
	4.2 Explain the French	to local	-Projector		models
	model.	government	Accessories		applicable to
	4.3 Explain the Marxist	administration.	-Relevant		local
	model.		Textbooks		government
	4.4 Explain the Traditional	Discuss the various	/Journals		administration
	model.	features that	-Internet		
	4.5 Compare and contrast	differentiate the	Facilities		Compare the
	the four models in 4.1	various models			differences
	- 4.4 above.	from one another.			among the
	4.6 Explain the various				models
	schools of thought in	State the various			
	the area of local	schools of thought			Describe the
	government, e.g.:	related to local			various
	 Democratic 	government			schools of
	participating	administration.			thought
	School. Efficiency Services 				related to
	School.				local
	• Developmental				government
	School.				administration
					known to you.

Genera	al Objective: 5.0: Appreciate	local government refo	orms in Nigeria.		
9-10	5.1 Identify the features of	State the features	White Board		Explain the
	the local governments	of the local	-Marker		features of the
	before the 1976	governments	-Projector		local
	reforms.	before the 1976	Accessories		governments
	5.2 Identify the factors for	reforms	-Relevant		before the
	the 1976 reforms.		Textbooks		1976
	5.3 State the features of	List out factors	/Journals		Reforms.
	local governments	that led to the1976	-Internet		
	after the 1976 reforms.	reforms and further	Facilities		Explain
	5.4 State the unstable	instability in local			factors that
	pattern of	government			led to the1976
	administration even	administration in			reforms and
	after the 1976 reforms.	Nigeria			further
	5.5 State how to evolve a				instability in
	stable and realistic	Explain ways for			local
	local government	entrenching a			government
	administration in	stable local			administration
	Nigeria.	government			and
		administration in			List out
		Nigeria.			remedies to
					having stable
					local
					government
					administration
					in Nigeria.

Programme: Higher National Diploma in Public Administration						
Course: Statistics for Administration	Code: PAD 413	Credit Unit: 3				
	Credit Hour: 3	Theoretical: 3 Hours				
Year: II Semester: 1	Pre-requisite:	Practical: 0 Hour				
Goal: This course is designed to acquaint students with	6 6	analyzing data.				
General Objectives: On the completion of the course, s	students should be able to:					
1.0 Know the meaning of statistics.						
2.0 Understand how to collect and classify data;						
3.0 Appreciate how to present data using diagrams and g	graphs;					
4.0 Appreciate how to calculate and use various Measur	es of Central Tendency;					
5.0 Know the different Measures of Dispersion;						
6.0 Know the concept and uses of Probability Distribution	6.0 Know the concept and uses of Probability Distribution;					
7.0 Appreciate the concept of Statistical Estimation and Hypothesis;						
8.0 Appreciate the concepts of Correlation and Regressi	on as measures of association					

Progra	mme: Higher National Di	ploma in Public Adm	inistration			
Course	: Statistics for Administr	ation	Code: PAD 413		Credit Unit: 3	
			Credit Hour: 3		Theoretical:	3 Hours
	II Semester: 1		Pre-requisite:) Hour
	This course is designed to a	4	he knowledge and s	kills of collecting and a	nalyzing data.	
Genera	I Objective: 1.0 Know the Theoretical Content	meaning of statistics.		Practical Content		
Week	Specific Learning	Teacher's	Resources	Specific Learning	Teacher's	Evaluation
week	Outcomes	Activities	Resources	Outcomes	Activities	
1	1.1 Define statistics and	Explain the meaning	White			Outline the
	statistic	of Statistics.	Board/Marker,			scope,
	1.2 Outline the scope of		Projects and			advantages,
	statistics.	State the scope,	accessories, and			limitations and
	1.3 List the advantages	advantages,	relevant text			areas of
	and limitations of	limitations and areas	Books, Journals			application of
	statistics.	of application of	and internet			Statistics.
	1.4 State areas of	Statistics.	facilities.			
	application of					
	statistics.					
Genera	d Objective: 2.0: Understa	and how to collect and	classify data.			
2	2.1 Explain the	Discuss the various	White			Explain the
	different methods of	methods of Data	Board/Marker,			various
	data collection.	Collection	Projects and			methods of
	2.2 Distinguish		accessories, and			Data Collection
	between primary		relevant text			

	and secondary data.	Differentiate	Books, Journals		Differentiate
	2.3 Classify data (a) by	between Primary	and internet		between
	source and (b) by	and Secondary	facilities.		Primary and
	grouping.	Data.			Secondary
	2.4 Collect statistical				Data.
	data using methods	Select data by			Explain
	learnt in 2.1 above.	source and			Statistical Data
		grouping.			using different
					statistical
		Arrange Statistical			methods.
		Data using different			
		statistical methods.			
Genera	l Objective: 3.0 Appreciat	te how to present data u	ising diagrams and g	graphs.	
3-4	3.1 Construct standard	Explain ways of	White		Explain the
	tables, using data	Preparing standard	Board/Marker,		different parts
	collection in 2.4	tables using data	Projects and		of the tables
	above.	collected.	accessories, and		and present the
	3.2 Explain the		relevant text		data in it in
	different parts of	Describe the	Books, Journals		tabular and
	the tables in 3.1	different parts of the	and internet		diagrammatic
	above.	tables and present	facilities.		forms.
	3.3 Present data in	the data in it in			
	tabular form.	tabular and			Prepare pie and
	3.4 Present data in				bar charts in

	diagrammatic form.	diagrammatic			pictograms and
	3.5 Construct pie	forms.			cartograms and
	charts, bar charts,	Produce pie and bar			show the data
	pictograms and	charts in pictograms			in graphical
	cartograms.	and cartograms and			form of
	3.6 Present data in	show the data in			histograms,
	graphical form e.g.	graphical form of			frequency,
	• Histograms	histograms,			polygons and
	• Frequency	frequency, polygons			cumulative
	polygons,	and cumulative			frequency
	• Cumulative	frequency curves.			curves.
	frequency				
	curves.	Analyze the graphs			Explain the
	3.7 Interpret graphs of	of data.			graphs of data.
	data.				
Genera	I Objective: 4.0 Appreciat	e how to calculate and	use various Measur	es of Central Tendency.	
5-6	4.1 Explain mean,	Describe mean,	White		Explain mean,
	median and mode	medium and mode	Board/Marker,		medium and
	as averages.	as average.	Projects and		mode as
	4.2 Explain how to		accessories, and		average.
	calculate mean,	Compute mean,	relevant text		
	median, mode,	medium and mode	Books, Journals		Calculate
	geometric mean and	geometrical and	and internet		mean, medium
	harmonic mean for		facilities.		and mode

	grouped and un-	harmonic mean for			geometrical and
	grouped data.	grouped data.			harmonic mean
	4.3 Explain how to	Determine			for grouped
	calculate geometric	geometric and			data.
	mean and harmonic	harmonic mean.			
	mean.				Determine
	4.4 Compare mean,	Examine mean,			geometric and
	mode, median,	mode medium,			harmonic
	geometric mean and	geometric mean and			mean.
	harmonic mean as	harmonic mean as a			
	measures of central	measure of central			Describe mean,
	tendency.	tendency.			mode medium,
					geometric mean
					and harmonic
					mean as a
					measure of
					central
					tendency.
Genera	l Objective: 5.0 Know the	different Measures of	Dispersion.		
7-8	5.1 Define the various	Explain the various	White		Analyze
	measures of	measures of	Board/Marker,		various
	dispersion, e.g.	dispersion.	Projects and		measures of
	range, standard		accessories, and		dispersion.
	deviation, mean,		relevant text		
-					

absolute deviation,	Determine measures	Books, Journals		Compute
quartiles, and co-	of dispersion for set	and internet		measures of
efficient of	grouped and	facilities.		dispersion for
variation.	ungrouped data.			set grouped and
5.2 Explain how to				ungrouped
calculate measures	Explain what is			data.
of dispersion	Skewers and			
defined in 5.1 above	Kurtosis.			Describe what
for sets of grouped				is Skewers and
and un-grouped	Determine the co-			Kurtosis.
data.	efficient of skewers			
5.3 Define skewers and	and use of			Calculate the
kurtosis.	dispersion to			co-efficient of
5.4 Explain how to	interpret a given set			skewers and
calculate the co-	of data.			use of
efficient of skewers.				dispersion to
5.5 Explain how to				interpret a
make use of				given set of
measures of				Data for
dispersion to interpret a given set				Comparism.
of data.				1
5.6 Explain how to				
make comparison of				
measures of				
dispersion.				

	al Objective: 6.0 Know the	1	,	on.	
9-10	6.1 Define probability.	Explain what is	White		Describe what
	6.2 Relate the concept	probability	Board/Marker,		probability is.
	of probability to		Projects and		
	everyday life.	Use the concept of	accessories, and		Utilize the
	6.3 Define axioms of	probability to	relevant text		concept of
	probability.	everyday life.	Books, Journals		probability to
	6.4 Explain the addition	Explain what is	and internet		everyday life.
	and multi-plication	anxious of	facilities.		
	laws of probability.	probability.			Discuss what is
	6.5 Explain the		White		anxious of
	concepts of	Analyze the	Board/Marker,		probability.
	conditional	additional and	Projects and		
	probability and	multiple implication	accessories, and		Examine the
	independence.	law of probability.	relevant text		additional and
	6.6 Explain the concept		Books, Journals		multiple
	of probability	Describe the	and internet		implication law
	distribution.	concept of	facilities.		of probability.
	6.7 Define binomial	conditional			
	events and binomial	probability and			Explain the
	probabilities.	independence and			concept of
	6.8 Explain how to	probability			conditional
	calculate binomial	distribution.			probability and
	probabilities.				independence

6.9 Explain the concept	Explain what a		and probability
of binomial	binomial probability		distribution.
distribution.	is.		
6.10 Explain Poisson			Describe what
probability and	Compute binomial		a binomial
Poisson	probability		probability is.
distribution.	distribution, Poisson		
6.11 Define normal	probability and		Calculate
distribution.	distribution.		binomial
6.12 Explain how to			probability
calculate normal	Explain what		distribution,
probabilities and	normal distribution		Poisson
normal deviations.	is.		probability and
6.13 Explain the inter-			distribution.
relationship of	Compute normal		
binomial, Poisson	probabilities and		Describe what
and normal	normal derivations.		a normal
distributions.			distribution is.
6.14 Explain how to	Discuss inter-		
make use of t and f	relationship of		Calculate
distributions.	binomial, Poisson		normal
	and normal		probabilities
	distributions.		and normal
			derivations.

		Utilize t and f			
		distribution.			Explain inter-
					relationship of
					binomial,
					Poisson and
					normal
					distributions.
					Use t and f
					distribution.
Genera	l Objective: 7.0 Appreciat	te the concept of Statist	ical Estimation and	Hypothesis	
11-12	7.1 Define estimation,	Explain what are	White		Describe what
	estimator and	estimation,	Board/Marker,		are estimation,
	estimate.	estimator, estimate	Projects and		estimator,
	7.2 Explain the	and good qualities	accessories, and		estimate and
	qualities of good	of estimator.	relevant text		good qualities
	estimator.		Books, Journals		of estimator.
	7.3 Explain how to	Calculate	and internet		
	estimate population	population	facilities.		Compute
	parameters from	parameter from			population
	samples.	sample			parameter from
	7.4 Describe sample				sample.
	frame and how to	Describe sample			
	determine sample	frame and how to			

siz	e.	determine sample		Explain sample
7.5 Ex	plain the	size.		frame and how
cor	ncepts of point			to determine
and	d interval	Examine the		sample size.
est	imation.	concepts of point		
7.6 Co	mpare sample	and internal		Explain the
est	imate with	estimation.		concepts of
poj	pulation values.			point and
7.7 De	fine statistical	Distinguish sample		internal
hyj	potheses.	estimate from		estimation.
7.8 De	fine simple and	population values.		
cor	nposite			Differentiate
hyj	potheses.	Explain statistical,		sample estimate
7.9 De	fine null and	simple and		from
alte	ernative	composites,		population
hyj	potheses.	Alternative and test		values.
7.10 E	xplain the	of statistical		
cor	ncepts of type I	hypothesis.		Describe
and	d type II errors.			statistical,
7.11De	efine tests of	Examine the		simple and
sta	tistical	concept of type I		composites,
hyj	potheses.	and type II errors.		Alternative and
7.12 E	xplain			test of
sig	nificance level			

	and critical region.	Describe the				statistical
	7.13 Explain how to	significance level of				hypothesis.
	carry out efficient	critical region.				
	tests of statistical					Describe the
	hypotheses.	Perform efficient				concept of type
	7.14 Explain how to	test of statistical				I and type II
	carry out a pilot	hypothesis and pilot				errors.
	study.	study.				
						Examine the
						significance
						level of critical
						region.
						Administer
						efficient test of
						statistical
						hypothesis and
						pilot study.
General	l Objective: 8.0 Apprecia	te the concepts of Corr	elation and Regress	ion as measures of associ	ation.	1
13-14	8.1Explain how to	Compute correlation	White			Measure
	calculate correlation	co-efficient using	Board/Marker,			correlation co-
	co-efficient using	Pearson and	Projects and			efficient using
	Pearson and	spearman's rank	accessories, and			Pearson and
	Spearman's rank	methods.	relevant text			

	methods.		Books, Journals		spearman's
8.2	Explain correlation	Describe correlation	and internet		rank methods
	as a measure of	as a measure of	facilities.		
	association.	association.			Explain
8.3	Explain the concept				correlation as a
	of regression.	Examine the			measure of
8.4	Distinguish	concept of			association.
	between linear and	regression.			
	non-linear				Describe the
	regression.	Differentiate			concept of
8.5	Explain how to	between linear and			regression.
	calculate linear	non-linear			
	regression co-	regression.			Compare linear
	efficient and				and non-linear
	equations.	Compute linear			regression.
8.6	Explain how to	regression co-			
	make predictions	efficient and			Calculate linear
	from regression	equations.			regression co-
	equations.				efficient and
8.7	Compare regression	Show prediction			equations.
	with correlation.	from regression			
		equations.			Attempt
					prediction from

Distinguish		regression
regression from		equations.
correlation.		
		Differentiate
		regression from
		correlation.

HND 11 – 1st SEMESTER

Programme: Hig	her National Diploma in Public Ac	Iministration		
Course: Industri	al Relations	Code: PAD 414	Credit Unit:	3
		Credit Hour: 3	Theoretical:	3 Hours
Year: II Sem	ester: 1	Pre-requisite:	Practical:	0 Hour
	6	erstanding of the dynamics of Industrial Relati	ons, Organizati	onal processes and
<u> </u>	of Industrial Relations.			
General Objectiv	es: On the completion of the course,	students should be able to:		
1.0 Appreciate	Industrial Relation.			
2.0 Trace the h	istorical development and structure	of Trade unions and Employers' Association.		
3.0 Identify the	e nature and resolution of industrial	conflicts in Nigeria.		
4.0 Know the t	echniques of collective bargaining.			
5.0 Recognize	the development of various forms of	f job regulation.		
6.0 Appreciate	wage determination.			
7.0 Appreciate	productivity bargaining.			
8.0 Appreciate	trade union democracy.			
9.0Appreciate	the nature of State intervention in In	dustrial Relations.		

<u> </u>	mme: Higher National Di	ploma in Public Adm		1 4		
Course	: Industrial Relations		Code: PAD 4		Credit Unit: 3	2.11
Year: I	T. Comostom 1		Credit Hour: 3			3 Hours 0 Hour
	ISemester: 1This course is designed to g	iva studants an undarst	Pre-requisites			
	equirement of Industrial Re		and ing of the dy	namics of mousular K	elations, Organiza	monal processes and
U	al Objective: 1.0 Appreciat					
	Theoretical Content			Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Evaluation
1-2	1.1 Define the term	Discuss the term	White Board			Describe the
	Industrial Relations.	Industrial Relations	-Marker			term Industrial
	1.2 Define the scope of	and its scope as an	-Projector			Relations.
	Industrial Relations	Academic	Accessories			Define the scope
	as an academic	discipline.	-Relevant			of Industrial
	discipline.		Textbooks			Relations as an
	1.3 State theoretical	Explain theoretical	/Journals			academic
	framework of	frameworks of	-Internet			discipline.
	Industrial Relations.	Industrial Relations.	Facilities			
	1.4 Distinguish					Explain
	Industrial Relation,	Explain among				theoretical
	Labour-	Industrial Relation,				frameworks of
	Management	Labour-				Industrial
	Relations, and	Management				Relations.
	Personnel	Relations and				
	Management.					

	1.5 Explain Budget	Personnel				Identify among
	performance.	Management.				Industrial
						Relation,
						Labour-
						Management
						Relations and
						Personnel
						Management.
Genera	al Objective: 2.0 Trace the	historical development	and structure of	Trade Unions and Emp	oloyers' Associations	
3-4	2.1 Explain the	Discuss the theories	White Board			Explain the
	theories of Trade	of Trade Unions, the	-Marker			theories of Trade
	Unions.	history, purpose,	-Projector			Unions, the
	2.2 State the history,	structure and types of	Accessories			history, purpose,
	purpose, structure	industrial unions.	-Relevant			structure and
	and type of		Textbooks			types of
	Industrial Unions.	Examine the	/Journals			industrial
	2.3 State the procedure	procedure for	-Internet			unions.
	for registration and	Registration and	Facilities			
	recognition of	Recognition of Trade				Identify
	Trade Unions in	Unions in Nigeria.				procedures for
	Nigeria.					registration and
	2.4 Describe the	State the growth and				recognition of
	growth and Role of	Role of the Nigerian				Trade Unions in
	the Nigerian	Labour Congress				Nigeria.

Labour Congress	(LNC) in labour		
(LNC) in labour	relations.		Describe the
relations.			growth and Role
2.5 State the role of	Explain the role of		of the Nigerian
NLC's full-time	NLC's full-time		Labour Congress
Officials at the	Officials at the		(LNC) in labour
National, State and	National, State		relations.
Local levels.	and Local levels.		2.4 State the role
2.6 Explain the	identify the		of NLC's
Constitution of the	Constitution of the		full-time
NLC	NLC		Officials at
2.7 Describe			the National,
Employers'	Explain Employers'		State and
Associations, their	Associations, their		Local levels.
development	development		
objectives and	objectives and		Analyze the
structure.	structure.		Constitution of
2.8 Describe the			the NLC
formation,	Identify the		
organization and	formation,		Describe
activities of the	organization and		Employers'
Nigerian	activities of the		Associations,
Employers'	Nigerian Employers'		their
Consultative			development

	Association	Consultative			Objectives and
	(NECA)	Association (NECA)			Structure.
					Describe the
					formation,
					organization and
					activities of the
					Nigerian
					Employers'
					Consultative
					Association
					(NECA)
Genera	l Objective: 3.0 Identify th	ne nature and resolution	of Industrial Co	onflicts in Nigeria.	
5-6	3.1 Identify the nature	Discuss the nature	White Board		State the nature
	and causes of	and causes of	-Marker		and causes of
	Industrial conflicts	Industrial conflicts	-Projector		Industrial
	in Nigeria.	in Nigeria.	Accessories		conflicts in
	3.2 Distinguish among		-Relevant		Nigeria.
	strikes, Sit-ins, Go-	State among strikes,	Textbooks		
	slow, work to rule,	Sit-ins, Go-slow,	/Journals		Explain among
	etc.	work to rule, etc.	-Internet		strikes, Sit-ins,
	3.3 Explain how to		Facilities		Go-slow, work
	carry out the	Discuss the analysis			to rule, etc.
	analysis of major	of major			

	contemporary	contemporary			Explain the
	disputed in Nigeria.	disputed in Nigeria.			analysis of major
	3.4 Define conciliation				contemporary
	and arbitration.	State conciliation			disputed in
	3.5 Identify the nature	and arbitration.			Nigeria.
	and scope of the				
	Nigeria Industrial	Discuss the nature			Describe
	Court.	and scope of the			conciliation and
	3.6 Describe the organs	Nigeria Industrial			arbitration.
	for the resolution of	Court.			
	the Trade disputes				Explain the
	in Nigeria in				nature and scope
	accordance with the				of the Nigeria
	Trade Dispute Act				Industrial Court.
	of 1996.				
	1 Objective: 4.0 Know the	techniques of Collecti	0 0		
7-8	4.1 Define collective	Discuss collective	White Board		Explain
	bargaining.	bargaining.	-Marker		collective
	4.2 Identify types of	Discuss types of	-Projector		bargaining.
	bargaining i.e. Intra	bargaining i.e. Intra	Accessories		
	and Inter-	and Inter-	-Relevant		Identify types of
	organization.	organization	Textbooks		bargaining i.e.
	4.3 Distinguish among		/Journals		Intra and Inter-
	union officials,	State union officials,			organization.

Stewards, Member	s Stewards, Members	-Internet		
and Management	and Management	Facilities		Explain among
Bargainers.	Bargainers.			union officials,
4.4 Delineate the scop	e			Stewards,
of collective	State the scope of			Members and
bargaining.	collective			Management
4.5 Identify the	bargaining.			Bargainers.
processes of				
collective	Discuss the			Describe the
bargaining.	processes of			scope of
4.6 Identify the stages	collective			collective
of compromise,	bargaining.			bargaining.
adjournment,				
reporting back, and	l Discuss the stages7			Explain the
developing a				processes of
presentable packag	e Explain power,			collective
in bargaining.	flexibility and			bargaining.
4.7 Explain power,	market influence in			Explain the
flexibility and	bargaining.			stages
market influence in	1			7
bargaining.	Describe the roles of			Explain power,
4.8 Explain the roles of	f Joint Industrial			flexibility and
Joint Industrial	Council (JIC) and			market influence
Council (JIC) and	the Government.			in bargaining.

	the Government.					
						Explain the roles
						of Joint
						Industrial
						Council (JIC)
						and the
						Government
Genera	l Objective: 5.0 Appreciate	e the development of va	arious forms of j	ob regulation.	I	
9-10	5.1 Explain the nature,	Discuss the nature,	White Board			Describe the
	purpose, growth,	purpose, growth,	-Marker			nature, purpose,
	organization,	organization,	-Projector			growth,
	subjects, methods	subjects, methods	Accessories			organization,
	and machinery of	and machinery of	-Relevant			subjects,
	Joint Consultation.	Joint Consultation	Textbooks			methods and
	5.2 Distinguish between		/Journals			machinery of
	Joint Consultation	State between Joint	-Internet			Joint
	and collective	Consultation and	Facilities			Consultation.
	bargaining.	collective				
		bargaining.				Explain between
						Joint
						Consultation and
						collective
						bargaining.

11-12	al Objective: 6.0 Appreciat 6.1 Identify types of	Discuss wages	White Board	Explain wages
11-12		C C		
	wages payment	payment, types of	-Marker	payment, types
	systems.	wages payment	-Projector	of wages
	6.2 State methods of	system, methods or	Accessories	payment system,
	determining wages,	determining wages.	-Relevant	methods or
	i.e. by direct		Textbooks	determining
	negotiation, by		/Journals	wages.
	collective		-Internet	
	negotiation, by		Facilities	
	statutory			
	procedures, wages,			
	councils and			
	minimum wage			
	legislation.			
	6.3 Examine methods			
	of wage			
	determination.			
Genera	al Objective: 7.0 Appreciat	e productivity bargaini	l l l l l l l l l l l l l l l l l l l	
13	7.1 Define productivity	Discuss	White Board	Explain
	bargaining.	productivity	-Marker	productivity
	7.2 Identify the nature	bargaining.	-Projector	bargaining.
	and scope of		Accessories	
	productivity	State the nature and		

	bargaining.	scope of	-Relevant		Describe the
	7.3 Identify the	productivity	Textbooks		nature and scope
	characteristics of	bargaining.	/Journals		of productivity
	productivity		-Internet		bargaining.
	bargaining.	Discuss the	Facilities		
		characteristics of			State the
		productivity			characteristics of
		bargaining			productivity
					bargaining.
Genera	l Objective: 8.0 Appreciat	e Trade Union Democra	acy.		
14	8.1 Explain trade union	Discuss trade union	White		Describe trade
	democracy and	democracy and	Board		union
	efficiency.	efficiency.	-Marker		democracy
	8.2 Explain the role of		-Projector		and efficiency.
	trade unions in an	State the role of	Accessories		
	industrial set up.	trade unions in an	-Relevant		Explain the role
		industrial set up.	Textbooks		of trade unions
			/Journals		in an industrial
			-Internet		set up.
			Facilities		
Genera	I Objective: 9.0 Appreciat	e the nature of State int	ervention in Industrial Re	lations.	
15-16	9.1 State the role of	Discuss the role of	White Board		Explain the role
	state in Industrial	state in Industrial	-Marker		of state in
	Relations.	Relations.			Industrial

9.2 Examine the	trend Analyze the trend of	-Projector]	Relations.
of Governme	nt Government Labour	Accessories		
Labour Policy	y. Policy.	-Relevant]	Discuss the trend
9.3 Identify the		Textbooks		of Government
machineries f	for State the	/Journals]	Labour Policy.
state interven	tion in machineries for state	-Internet		
Labour Matte	ers. intervention in	Facilities]	Explain the
9.4 Explain the	Labour Matters.		1	machineries for
Industrial Rel	ations			state
Laws existing	g in Discuss Industrial		i	intervention in
Nigeria.	Relations Laws]	Labour Matters.
	existing in Nigeria.			
			:	State Industrial
]	Relations Laws
				existing in
]	Nigeria.

Programme: National Diploma in Public Administration									
Course: e-Governance	Code: PAD 415	Credit Unit: 2							
	Credit Hour: 2	Theoretical: 2 Hours							
Year: II Semester: 1	Pre-requisite:	Practical: 0 Hour							
Goal: This course is designed to enable students have	knowledge and skills of Information Technolo	gy used in governmental agencies							
for efficient service delivery.									
General Objectives: On the completion of the course,	students should be able to:								
1.0 Know the concept of e-governance technology;									
2.0 Understand the type of e-governance services a	nd models;								
3.0 Appreciate the potential benefits of E-Governa	nce to key stakeholders;								
4.0 Know the technologies for the delivery of e-gov	vernance services;								
5.0 Understand the relevance of e- governance med	.0 Understand the relevance of e- governance mechanisms in fighting corruption in Nigeria public service								
6.0 Understand the application of e-governance tec	hniques in developing Public Policies;								

	mme: National Diploma in l	Public Administration				
Course	e: e-Governance		Code: PAD 41		Credit Unit:	
			Credit Hour:	2	Theoretical: 2 Hours	
Year:			Pre-requisite:		Practical: 0	
	This course is designed to enal nt service delivery.	ble students have know	ledge and skills	of Information Techno	logy used in gov	vernmental agencies for
	al Objective: 1.0 Know the co	ncept of e-governance	technology			
Gener	Theoretical Content		teennoiogy.	Practical Content		
Week		Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Evaluation
1	1.1 Explain the concept of	Explain the of e-	Information			Differentiate
	e-governance.	governance and	materials,			between e-
	1.2 Distinguish between e-	principles and its	Samples of			government and e-
	Government and e-	objectives	Projects,			governance.
	Governance.		Reference			
	1.3 Explain the Principles		Materials,			
	of e-governance and		journal and			
	objectives.		periodicals.			
Genera	al Objective: 2.0 Understand	the types of e-governa	nce services and	models		
2-3	2.1 Explain the different	Discuss the	Information			Critically discuss
	stages of evolution of	evolution of e-	materials,			the development of
	e-Governance services	governance services	Samples of			e-governance
	(models of e-	and explain its	Projects,			models and its
	governance service	challenges	Reference			relevant in
	delivery)		Materials,			enhancing service
			journal and			delivery.
			periodicals.			

	2.2 Describe the current				
	development models of				
	e-governance services				
	2.3 Compare and contrast				
	among the models of e-				
	governance services.				
	2.4 Describe the challenges				
	that limit delivery of e-				
	governance services in				
	Nigeria.				
	2.7 Explain the various				
	technologies and				
	mechanism of				
	developing online				
	governance services.				
Gener	al Objective: 3.0 Appreciate the	he potential benefits of	E-Governance t	o key stakeholders	
4-5	3.1 State the benefits of	Explain the types of	Information		Analysis the
	adopting e-governance	e-governance	materials,		relevance of e-
	for all key	services:	Samples of		governance
	stockholders.	• Government	Projects,		services to the
	3.2 Identify the benefits of	to Citizens	Reference		development of
	e-governance services	(G2C)	Materials,		Nigeria economy.
	to Citizens, businesses	• Government	journal and		
		to	periodicals.		

and government	Employees
agencies.	(G2E)
3.3 Explain the types of e-	• Government
governance services:	to Business
• Government to	(G2B)
Citizens (G2C)	• Government
• Government to	to
Employees	Government
(G2E)	(G2G)
• Government to	Explain benefits of
Business (G2B)	e-governance
• Government to	services to
Government	Citizens, businesses
(G2G)	and government
3.4 Explain the benefits of	agencies.
implementing e-	
government services.	
3.6.Identify the	
determinants for	
successful e-	
governance in Nigeria.	
(e.g Leadership,	
Manpower planning,	
Network availability,	

	Business climate,					
	enabling laws, People,					
	Resources,					
	Technology, Process)					
Gener	al Objective: 4.0 Know the tea	chnologies for the deliv	very of e-governa	ance services	I	
6-7	4.1 State the technologies	Discuss how e-	Information		Apply the use	Outline possible
	and mechanisms that	governance	materials,		of G-Meeting	solutions to
	enable governments to	technologies can be	Multimedia.		tools e.g	address the
	deliver online services.	effectively	Information		Google Meet,	challenges of e-
	4.2 Describe the	deployed to provide	materials,		Zoom, etc.	governance service
	implementation and	efficient service	Samples of			delivery in
	management of effective	delivery.	Projects,		Apply instant	Nigeria.
	e-governance projects	Elaborate on the	Reference		messaging	
	by addressing some	challenges	Materials,		apps for group	
	successful projects.	hindering the	journal and		tasks e.g	
	4.3 Suggest ways e-	implementation of	periodicals		WhatsApp,	
	governance can be	efficient e-			Telegram,	
	effective and efficient	governance services			Facebook	
	using case studies of	(e.g. inadequacy of			Messenger etc.	
	specific projects in	Information and				
	Nigeria.	Communication				
	4.4 Explain the challenges	Technology (ICT)				
	hindering the	infrastructure,				
	implementation of	privacy, Security,				

 efficient e-governance	policy regulation
services (e.g.	issues, Illiteracy
inadequacy of	and cultural barrier,
Information and	etc)
Communication	
Technology (ICT)	
infrastructure, privacy,	
Security, policy	
regulation issues,	
Illiteracy and cultural	
barrier, etc)	
• Outline	
mechanisms that	
government may	
use to avoid	
possible challenges	
that may hinder the	
progress of online	
services such as	
Hyper – Surveillance	
High cost,	
Inaccessibility,	

	Misleading and false sense					
	of Transparency and					
	Digital divide.					
Gener	al Objective: 5.0: Understand	the relevance of e- gov	vernance mechan	isms in fighting corrupt	ion in Nigeria put	olic service
8-9	5.1 Explain e-governance	Discuss various	Information			Enumerate the
	as a tool in fighting	tools in fighting	materials,			advantages of
	corruption in	corruption and	Samples of			using e-
	Nigeria(Tracking devices,	enhancing	Projects,			governance
	surveillances, cameras,	transparency and	Reference			mechanisms in the
	software application, NIN,	accountability in	Materials,			fight against
	BVN etc.)	the Nigeria public	journal and			corruption in
	5.2 Analysis the impact of	service	periodicals.			Nigeria. eg. NIN.
	e-governance in enhancing	Explain the roles of				BVN etc.
	transparency and	e-governance				
	accountability in the	institutions in				
	Nigeria public service.	fighting and				
	5.3 Examine the roles of e-	providing tools to				
	governance institutions in	combat corruption				
	fighting and providing	in Nigeria (e.g				
	tools to combat corruption	National				
	in Nigeria (e.g National	Information				
	Information Technology	Technology				
	Development Agency	Development				
	(NITDA), Nigeria	Agency, etc.				

	Communication					
	Commission (NCC),					
	Economic and Financial					
	Crimes Commission					
	(EFCC), Independence					
	Corrupt Practices					
	Commission (ICPC) and					
	National Space Research					
	and Development Agency					
	(NASRDA),					
	5.4 Assess the impact of e-					
	governance mechanisms in					
	fighting corruption in					
	Nigeria.					
Genera	al Objective: 6.0 Understand	the application of e-go	vernance techniq	ues in developing Publi	c Policies.	
10-11	8.1 Examine the process of	Discuss the	Textbooks,			Explain the use of
	policy making using E-	relevance of e-	Multimedia.			e-governance in
	governance techniques.	governance				promoting e-
	8.2 Explain how e-	techniques in				democracy
	governance can	developing public				
	enhance the	policies and e-				
	Participation in public	governance can				
	policy making.	enhance the				
		Participation in				

8.3 Describe major policies	public policy		
issues involving e-	making.		
governance -			
Democracy, Social			
equity, Digital Divide,			
privacy and security			
issues. E.g Electronic			
Questionnaire on			
Facebook, Google, etc.			

HND 11 – 1st SEMESTER

Programme: Higher National Diploma in Public Administration							
Course: Public Policy Making Analysis	Code: PAD 416	Credit Unit: 3					
	Credit Hour: 3	Theoretical: 3 Hours					
Year: II Semester: 1	Pre-requisite	Practical: 0 hour					
Goal: This course is designed to provide students with	the necessary techniques for public policy ma	aking and analysis.					
General Objectives: On the completion of the course,	students should be able to:						
1.0 Appreciate the concept of public policy.							
2.0 Appreciate the models of policymaking and the	ories of policy analysis.						
3.0 Appreciate how to formulate public policies.							
4.0 Determine the appropriate choice and strategy	for implementation of government policies.						
5.0 Appreciate the process of implementation of pu	5.0 Appreciate the process of implementation of public policies.						
6.0 Appreciate the challenges of public policy impl	6.0 Appreciate the challenges of public policy implementation in Nigeria.						

Course: Public Policy Making Analysis			Code: PAD 416		Credit Unit:	3
			Credit Hour:	3	Theoretical: 3 Hours	
Year: I	I Semester: 1		Pre-requisite		Practical:	0 hour
Goal: 7	This course is designed to pro	vide students with the	necessary techni	ques for public policy m	aking and analys	is.
Genera	al Objective: 1.0 Appreciate	the concept of public	policy.	1		
	Theoretical Content			Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Evaluation
1	1.1 Define public policy.	Discuss the	White			Explain the
	1.2 Identify different	concept and types	Board/Maker,			Following
	types of public policy.	of public policy	Projector and			concepts;
	1.3 Distinguish between	and distinguish	Accessories,			Public Policy
	public and private	public policy from	Relevant text			Private Policy
	policies.	private policy.	Books and			• Public and
	1.4 Explain public and		Journals and			• Economic
	economic		Internet			Development
	development.		Facilities.			
Genera	al Objective: 2.0 Appreciate	the models of policy r	naking and theori	es of policy analysis.		
2-3	2.1 Explain the Rational	Discuss the	White			Describe the
	Comprehensive	various Models of	Board/Maker,			various Models
	Model.	Policy Making and	Projector and			of policy-
	2.2 Explain the	Theories of Policy	Accessories,			making and
	Incremental Model.	Analysis	Relevant text			Theories of
	2.3 Explain the Mixed-		Books and			Policy Analysis
	Scanning Model.		Journals and			

	2.4 Explain the Games		Internet		
	Model.		Facilities.		
	2.5 Describe Sacrificing				
	Model.				
	2.6 Explain Appreciating				
	Model.				
	2.7 Identify the Class				
	theory.				
	2.8 Explain the Group				
	theory.				
	2.9 Explain the Elite				
	theory.				
	2.10 Explain the Systems				
	theory.				
	2.11 Explain the				
	Institutional theory.				
General	Objective: 3.0 Appreciate l	now to formulate publ	ic policies.		
4-5	3.1 Describe aggregation	Explain the term	White		What do you
	and articulation of	aggregation and	Board/Maker,		understand by
	community interest in	articulation of	Projector and		aggregation and
	decision-making at	community interest	Accessories,		articulator of
	government level.	in decision-making	Relevant text		community
	3.2 Identify the right	at government	Books and		interest in
	choice in the face of	level as well as the	Journals and		decision-

	limited resources.	process of	Internet			making and the
	3.3 Identify the right	approval of	Facilities.			process of
	choice amongst	policies.				approval of
	competing					policies.
	programmes.	Select the right				Determine the
	3.4 Analyze the process	choice in the face				right choice in
	of approval of	of limited				the face of
	policies.	resources and				limited
		amongst				resources and
		competing				amongst
		programmes.				competing
						programmes.
Genera	I Objective: 4.0 Determine t	he appropriate choice	and strategy for t	he implementation of gover	mment policies.	
6-7	4.1 Identify the strategies	Map out the	White		-	Explain the
	for policy	strategies for	Board/Maker,			strategies for
	implementation.	policy	Projector and			policy
	4.2 State advantages or	implementation,	Accessories,			implementation,
	otherwise of	Advantages of	relevant text			advantages of
	contracting jobs.	contracting jobs,	Books and			contracting job,
	4.3 State whether	M.B.O. and	Journals and			M.B.O. and
	management should	Corporation	Internet			Corporation
	adopt management by	Management	Facilities.			Management
	objective (M.B.O.) in	Policy Realization.				Policy
	the execution process.					Realization.

	4.4 Explain corporate				
	management as a				
	technique of policy				
	realization.				
Genera	d Objective: 5.0 Appreciate	the process of implem	entation of public	policies.	
8-9	5.1 Describe manpower	Discuss Manpower	White		Explain
	planning and staff	planning and staff	Board/Maker,		Manpower
	needs.	needs, choice of	Projector and		planning and
	5.2 Explain how to make	techniques in	Accessories,		staff needs,
	the choice of	policy	relevant text		choice of
	technique in policy	implementation	Books and		techniques in
	implementation (i.e.	and the appropriate	Journals and		policy
	whether it should be	Leadership	Internet		implementation
	labour-intensive or	qualities.	Facilities.		and the
	capital-intensive).				appropriate
	5.3 State the leadership				Leadership
	qualities demanded				qualities.
	for the programme in				
	5.2 above				
Genera	d Objective: 6.0 Appreciate	the challenges of publ	ic policy implement	entation in Nigeria.	1
10-11	6.1 Explain the	List some	White		Identify some
	environment	environment	Board/Maker,		constraints to
	constraints to policy	constraints to	Projector and		public policy
	implementation.	policy	Accessories,		implementation

6.2 Explain	implementation e.g	relevant text		that you are
administrative	ethnicity, culture	Books and		aware of.
incapacities.	and religion.	Journals.		
6.3 Explain policy				Identify some
inconsistencies as a	Identify some			reactions by
challenge.	administrative			Nigerians to
6.4 Discuss public	incapacities in			public policies.
reactions to public	Nigeria.			
policy.				
6.5 Explain elitism in	Mention some			
policy making as a	public reactions to			
challenge	public policies in			
	Nigeria.			

Programme: Higher National Diploma in Public Ac	Programme: Higher National Diploma in Public Administration							
Course: Public Sector Accounting	Code: ACC 416	Credit Unit: 3						
	Credit Hour: 3	Theoretical: 3 Hours						
Year: II Semester: 1	Pre-requisite:	Practical: 0 Hour						
Goal: The course is designed to enable students acquire	e knowledge of fund accounting principles; spe	cial accounting concepts applicable						
in public sector financial management.								
General Objectives: On the completion of the course,	students should be able to:							
1.0 Know the legal basis of government accounting	5.							
2.0 Understand the power and duties of the Comm	issioner/Minister of Finance.							
3.0 Understand the duties of the Accountant Gener	al and Auditor General.							
4.0 Understand the concept of Federation Account								
5.0 Understand Fund Accounting.								
6.0 Know the various Nigerian Government Funds	6.0 Know the various Nigerian Government Funds.							

Progra	mme: Higher National Dip	oloma in Public Adminis	tration			
Course: Public Sector Accounting			Code: ACC 4		Credit Unit: 3	
			Credit Hour:		Theoretical:	
Year:			Pre-requisite:		Practical:	0 Hour
	The course is designed to ena		vledge of fund a	ccounting principles; s	pecial accountir	ig concepts
	ble in public sector financial al Objective: 1.0 Know the l	0	at Accounting			
Genera	Theoretical Content	Legal Dasis of Governmen	in Accounting	Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Evaluation
1-2	1.1 Define the public	Discuss public sector	White	Outcomes	Activities	Explain public
	sector accounting.	accounting, its scope	Board/Marke			sector
	1.2 Explain the scope of	and the basis for	r, Projector			accounting, its
	public sector	Government	and			scope and
	accounting.	accounting.	accessories,			usefulness of
	1.3 Explain the basis for		and relevant			Government
	government	Discuss private sector	text Books,			accounting.
	accounting.	accounting as compare	Journals,			
	1.4 Compare and contrast	to public sector	approved			Compare and
	public and private	accounting.	relevant rules			contrast public
	sector systems of		and			sector accountin
	accounting.	Explain constitutional	regulations			and private
	1.5 State the	provisions for	and internet			sector
	constitutional	accounting and	facilities			accounting.
	provisions for	auditing.				

	accounting and					State the
	auditing.					constitutional
						provisions for
						accounting and
						auditing.
Genera	al Objective: 2.0 Understand	the powers and duties of	the (Commissioner/Mir	nister of Finance.	
3-4	2.1 Outline the powers and	Discuss the powers an	d	White		State the powers
	duties of the	duties of		Board/Marker,		and duties of
	Commissioner/Minister	Commissioner/Minist	er	Projects and		Commissioner/M
	of Finance.	of Finance.		accessories, and		inister of Finance
	2.2 Explain the term			relevant text		Explain the term
	"Financial Warrant"	Discuss the term		Books, Journals,		'Financial
	2.3 Explain the nature of	'Financial Warrant' and	nd	approved		Warrant' and
	financial control of the	state the nature of		relevant rules		state the nature
	Ministry of Finance	financial court of the		and regulations		of financial court
	over other ministries.	Ministry of Finance or	ver	and internet		of the Ministry of
		other Ministries.		facilities		Finance over
						other Ministries.
Genera	al Objective: 3.0 Understand	the duties of the Account	tant	General and Audit	or General.	
5-6	3.1 Explain in details the	Discuss the powers	Wh	ite Board/Marker,		State the powers
	powers and duties of	and	Pro	jects and		and duties of the
	the Accountant	duties of the	acc	essories, and		Accountant
	General.	Accountant	rele	evant text Books,		General and
	3.2 Explain the Treasurer		Jou	rnals, approved		Auditor General.

	System.	General and Auditor	relevant rules and	
	3.3 State in details the	General.	regulations and internet	Discuss the
	powers and duties of		facilities	working
	the Auditor General	State the working		relationship
	3.4 Identify the working	relationship between		between
	relationship between	the two.		Accountant
	the Accountant			General and
	General and Auditor	Discuss the Treasurer		Auditor General.
	General.	System in Nigeria		
		public sector.		Explain the
				Treasurer system
				in public sector.
Genera	I Objective: 4.0 Understand	the concept of Federation	n Account.	I
7-8	4.1 Explain what	Discuss the concept of	White	Explain what
	Federation Account	Federation Account.	Board/Marke	Federation
	is.		r, Projects	Account is.
	4.2 Distinguish between	State the differences	and	
	Federation Account	between Federal	accessories,	
	and Revenue	Account and Revenue	and relevant	
	Allocation Loans.	Allocation Loans.	text Books,	
	4.3 Explain the Financial	Discuss Financial	Journals,	
	relations of the	Relations of Federal	approved	
	Federal Government	Government with State	relevant rules	
	with States and Local	and Local Government	and	

	Governments.		regulations	
			and internet	
			facilities	
Conor	al Objective: 5.0 Understand	Fund Accounting		
9	 5.1 Explain the principle of Fund Accounting. 5.2 Apply Fund accounting to non- profit organizations. 	Discuss the principle of Fund accounting and as it releases to NGOs.		State the principle of fund accounting and its application to NGOs.
	al Objective: 6.0 Know the	0	ent Funds.	
10-11	 6.1 Explain the following funds. Consolidated revenue fund, Development fund, Contingency fund, Special and Fiduciary funds, Trust funds, Treasury Fund. 6.2 Outline the legal basis (constitutional provisions) of the different funds in 6.1 above. 6.3 State the sources and uses of funds in 6.1 above. 	 Explain the following; Consolidated Fund Development Fund Special Fund Trust funds Treasury fund. State the Legal basis of the various funds as mentioned above		Explain the legal basis of the various funds. Explain Consolidated Fund Explain Development Fund Explain a Trust Fund

HIGHER NATIONAL DIPLOMA IN PUBLIC ADMINISTRATION (YEAR II) HND 11 – 2nd SEMESTER

Course: Public Enterprises Management	Code: PAD 421	Credit Unit: 3				
	Credit Hour: 3	Theoretical: 3 Hours				
Year: II Semester: II	Pre-requisite:	Practical: 0 Hour				
Goal: This course is designed to enable students un	derstand the principles, roles and man	agement of public enterprises in national				
development, particularly in Nigeria.						
General Objectives: On the completion of the cou	rse, students should be able to:					
1.0 Appreciate the concept of public enterprises	5 .					
2.0 Identify the different categories of public er	terprises.					
3.0 Appreciate the role of public enterprises in	national development.					
4.0 Appreciate the organization, management a	nd control of public enterprises.					
5.0 Appreciate the various components of publi	c enterprises.					
6.0 Appreciate the problems of public enterprise	6.0 Appreciate the problems of public enterprises in Nigeria.					
7.0 Appreciate the commercialization and privatization of public enterprises in Nigeria.						

Program	mme: Higher National Diplo	ma in Public Administ	ration			
Course	: Public Enterprises Manage	ement	Code: PAD 4		Credit Unit: 3	
			Credit Hour:		Theoretical: 3 Hours	
Year: I			Pre-requisite		Practical: 0 H	
	his course is designed to enabliment, particularly in Nigeria.	le students understand th	e principles, rol	les and management of	f public enterprises	s in national
	I Objective: 1.0 Appreciate th	e concept of public enter	rprises.			
	Theoretical Content			Practical Content		
Week	Specific Learning	Teacher's Activities	Resources	Specific Learning	Teacher's	Evaluation
	Outcomes			Outcomes	Activities	
1-2	1.1 Define public service	Explain public	White Board			Explain the
	and public enterprises.	service and public	-Marker			concept of
	1.2 Differentiate between	enterprises List the	-Projector			public
	public Service and	components of public	Accessories			enterprises
	Public Enterprises.	service e.g. Civil	-Relevant			
	1.3 Explain the	Service, Local	Textbooks			What are the
	interrelationship	Government, the	/Journals			differences
	between the Civil	Security Agencies,	-Internet			between
	Service and Public	Parastatals,	Facilities			public
	Enterprises.	Government				service and
	1.4 Explain the formation	Companies/Utilities,				public
	of Public Enterprises as	etc.				enterprises
	Legal entities.	Distinguish between				
		public Service and				
		Public Enterprises				

		Discuss			
		interrelationship			
		between the Civil			
		Service and Public			
		Enterprises			
		State the formation of			
		Public Enterprises as			
		Legal entities.			
Genera	al Objective: 2.0 Identify the d	ifferent categories of pul	blic enterprises		
3-4	2.1 Explain the four	Describe the four	White Board		Discuss the
	categories of public	categories of public	-Marker		four
	enterprises such as	enterprises such as	-Projector		categories of
	Regulatory Bodies,	Regulatory Bodies,	Accessories		public
	Public Utilities,	Public Utilities,	-Relevant		enterprises
	Financial institutions,	Financial institutions,	Textbooks		such as
	and Commercial and	and Commercial and	/Journals		Regulatory
	Industrial Enterprises.	Industrial	-Internet		Bodies,
	2.2 Give examples of each	Enterprises.	Facilities		Public
	category in Nigeria.				Utilities,
	2.3 Explain the rationale	State examples of			Financial
	for such groupings.	each category in			institutions,
	2.4 Explain the functions of	Nigeria.			and
	each category.				Commercial
		Describe the rationale			and

		for such groupings.			Industrial
		Describe the			Enterprises.
		Functions of			
		Each category.			Give
					examples of
					each
					category in
					Nigeria.
					Explain the
					reason for
					such
					groupings.
					Describe the
					functions of
					each
					category.
General	Objective: 3.0 Appreciate th	e role of public enterpris	ses in national d	evelopment.	
5-6	3.1 Explain the philosophy	Describe the	White Board		Explain the
	of public enterprises at	philosophy of public	-Marker		philosophy
	the universal level.	enterprises at the	-Projector		of public
	3.2 Explain the justification	universal level.	Accessories		enterprises at
	for state intervention in				the universal
	commercial activities in	Demonstrate the			level and the

the western world (i.e.	Justification for state	-Relevant		justification
developed economies)	Intervention in	Textbooks		for state
3.3 Explain the justification	Commercial activities	/Journals		intervention
for state intervention in	in the western world	-Internet		in
commercial activities in	(i.e. developed	Facilities		commercial
the developing	economies)			activities in
economies.				the western
3.4 Outline the specific	Describe the			world (i.e.
roles of public	justification for state			developed
enterprises in	intervention in			economies).
developing economies.	commercial activities			
3.5 Examine the features of	in the developing			
public enterprises in	economies.			
Nigeria.				
3.6 Explain the concept of	List the specific			
National development	roles of public			
plans in Nigeria.	enterprises in			
3.7 Identify the relationship	developing			
between enterprises and	economies.			
National development				
plans.	Examine the features			
	of public enterprises			
	in Nigeria.			

		Explain the concept			
		of National			
		development plans in			
		Nigeria.			
		3.7 Identify the			
		Relationship			
		between			
		Enterprises and			
		National			
		Development			
		Plans.			
Genera	Objective: 4.0 Appreciate th	e organization, managen	nent and control	of public enterprises	
7-8	4.1 Explain the	Describe the	White Board		Explain the
	organization of public	organization of	-Marker		organization
	enterprises in Nigeria.	public enterprises in	-Projector		of public
	4.2 Identify the structure of	Nigeria.	Accessories		enterprises
	public enterprises in		-Relevant		and the
	Nigeria.	Explain the structure	Textbooks		structure of
	4.3 Explain the	of public enterprises	/Journals		public
	composition of boards	in Nigeria.	-Internet		enterprises
	of public enterprises.		Facilities		in Nigeria.
	4.4 List functions of the	Describe the			
	boards of public	composition of			
	enterprises.	boards of public			

	4.5 Outline the relationship	enterprises.			
	between Government				
	and Public enterprises.	Identify functions of			
		the boards of public			
		enterprises.			
		Explain the			
		relationship between			
		Government and			
		Public enterprises			
Genera	l Objective: 5.0 Appreciate th	e various components of	f public enterpris	ses.	
9-10	5.1 Define the concept of	Explain public	White Board		Discuss the
	public enterprises	enterprises financing.	-Marker		procedures
	financing.		-Projector		for annual
	5.2 Identify different	Describe sources of	Accessories		reports and
	sources of funding of	funding of public	-Relevant		audited
	public enterprises, such	enterprises.	Textbooks		accounts.
	as government initial		/Journals		And the
	funding, income or	Explain the	-Internet		different
	revenue generation,	procedures for annual	Facilities		degrees of
	loans and government	reports and audited			commercial
	subsidy and guarantees.	accounts.			activities of
	5.3 Explain the procedures				public
	for annual reports and	Bring out different			enterprises.

	audited accounts.	degrees of			
	5.4 Outline the different	commercial activities			
	degrees of commercial	of public enterprises.			
	activities of public				
	enterprises.	Describe the system			
	5.5 Explain the system of	of hiring and			
	hiring and maintaining	maintaining staff of			
	staff of public	public enterprises.			
	enterprises.				
Genera	Objective: 6.0 Appreciate th	e problems of public ent	erprises in Nige	ria.	
11-12	6.1 Identify the problems	Bring out problems	White Board		Explain the
	of public enterprises,	of public enterprises,	-Marker		problems of
	e.g. boardroom politics,	e.g. boardroom	-Projector		inadequate
	inadequate funding,	politics, inadequate	Accessories		funding and
	excessive government	funding, excessive	-Relevant		explain out
	interference, politics of	government	Textbooks		the frequent
	staffing (i.e. federal	interference.	/Journals		and
	character, religion,		-Internet		unnecessary
	statist, nepotism) etc.	Demonstrate the way	Facilities		government
	6.2 Explain how the board	chairperson and			intervention
	chairman and members	members contribute			and its
	contribute to such	to such problems.			consequence
	problems in 6.1 above.				s on
	6.3 State the problems of	State the problems of			

inadequate funding.	inadequate funding.		management
6.4 Outline the frequent	Explain the frequent		of PEs.
and unnecessary	and unnecessary		
government	government		
intervention as	intervention		
contributory factors to			
the problems in 6.1 and	Describe the		
6.3 above.	contributions of		
6.5 Explain the	environmental factors		
contributions of	such as local politics		
environmental factors	to such problems in		
such as local politics to	6.1		
such problems in 6.1			
above.	Explain the staffing		
6.6 State the staffing	problems of public		
problems of public	enterprises.		
enterprises.			
6.7 Analyze the lack of	Examine Autonomy		
autonomy of public	of Public Enterprises		
enterprises and their	and their attendant		
attendant problems.	problems.		

Genera	l Objective: 7.0 Appreciate th	e commercialization and	l privatization of	f public enterprises in	Nigeria.	
13-14	7.1 Define the concepts of	Explain the concepts	White Board			Explain the
	commercialization and	of commercialization	-Marker			concepts of
	privatization.	and privatization	-Projector			commerciali
	7.2 Differentiate between		Accessories			zation and
	commercialization and	Distinguish between	-Relevant			privatization
	privatization.	commercialization	Textbooks			
	7.3 Explain the Federal	and privatization	/Journals			State the
	Government view and		-Internet			Differences
	policy on the concepts	Describe Federal	Facilities			between
	in 7.1 above.	Government Policies				commerciali
	7.4 State the merits and	on 7.1 above.				zation and
	demerits of:	Explain the merits				privatization
	(i) Commercialization;	and demerits of:				Explain
	and	(i)				Federal
	(ii) Privatization of	Commercializatio				Government
	public enterprises.	n; and				policy on the
	7.5 Explain the	(ii) Privatization				two concepts
	consequences of the	of public				in 7.1
	Nigerian style of	enterprises				
	privatization of public					Bring out the
	enterprises, citing	Describe the				merits and
	topical cases, e.g. the	consequences of the				demerits of:
	Benue Cement	Nigerian style of				(i)

Company.	privatization of		Commer
7.6. Identify a relationship	public enterprises,		cializatio
between the	citing topical cases,		n; and
indigenization policy of	e.g. NEPA.		(ii)
1972 and the present			Privatizat
government attitude	Explain the		ion of
towards	relationship between		public
commercialization and	the indigenization		enterprise
privatization of public	policy and		S
Enterprises.	government attitude		
	towards		
	Commercialization of		
	Pes		

Programme: Higher National Diploma in Public Ac	Programme: Higher National Diploma in Public Administration								
Course: Nigerian Foreign Policy	Code: PAD 423	Credit Unit: 2							
	Credit Hour: 2	Theoretical: 2 Hours							
Year: II Semester: II	Pre-requisite:	Practical: 0 Hour							
Goal: This course is designed to acquaint students with	h a broad overview of the principles and pract	ice of Nigerian Foreign Policy.							
General Objectives: On the completion of the course,	, students should be able to:								
1.0 Appreciate meaning and scope of Foreign Polic	cy.								
2.0 Recognize the interface between National Inter	est and Nigerian Foreign Policy.								
3.0 Relate diplomacy and foreign policy.									
4.0 Appreciate Nigeria's decolonization and Anti-	Apartheid policies towards South Africa								
5.0 Appreciate the relationship between Religion a	nd Foreign Policy.								
6.0 Appreciate the import of Political Ideology on	Foreign Policy in Nigeria.								
7.0 Appreciate the impact of Terrorism on Foreign	7.0 Appreciate the impact of Terrorism on Foreign Policy in Nigeria.								
8.0 Examine Nigerian Foreign Policy practice from Ind	dependence to Date.								

Program	mme: Higher National Dipl	oma in Public Admi	inistration			
Course	e: Nigerian Foreign Policy		Code: PAD 42		Credit Unit: 2	
			Credit Hour: 2		Theoretical: 2 Hours	
Year:			Pre-requisite:			Hour
	This course is designed to acq			t the principles and pract	ice of Nigerian For	eign Policy.
Genera	al Objective: 1.0: Appreciate Theoretical Content	meaning and scope of	or Foreign Policy.	Practical Content		
Week	Specific Learning	Teacher's	Resources	Specific Learning	Teacher's	Evaluation
	Outcomes	Activities		Outcomes	Activities	
1-3	1.1 Define the concept of	Discuss the	White			Examine the
	Policy.	concept of policy	board/marker,			concept of
	1.2 Describe the concept	and foreign	projector and			policy and
	of Foreign Policy.	policy as well as	accessories.			foreign
	1.3 Describe major	the process of				policy as
	attribute or	forming them				well as the
	concentration of					process of
	Foreign Policy.	Explain foreign				formulating
	1.4 Identify the types of	policy as an				them.
	Foreign Policy.	extension of				
	1.5 Define Domestic	domestic policy.				Discuss
	Policies.					foreign
	1.6 Appreciate Foreign	Discuss				policy as an
	Policy as an	instruments of				extension of
	extension of	foreign policy.				a domestic
	Domestic Policy.					policy.

	1.7 Explain the	State the				
	instruments of	attribute, types,				State
	Foreign Policy;	objectives and				instruments
	- Diplomacy	principles of				of foreign
	- Propaganda	Nigerian foreign				policy.
	- Economic Power	policy.				
	- Military Power and					List the
	War.					attributes,
	1.8 Explain the objectives					types,
	of Nigerian Foreign					objectives
	Policy.					and
	1.9 Explain principles of					principles of
	Nigerian Foreign					Nigerian
	Policy.					policy.
Genera	al Objective: 2.0 Recognize th	e interface between	National Interest a	nd Nigerian Foreign Policy	•	
4-5	2.1 Explain National	Discuss national	White			Explain
	interest.	interest, its	board/marker,			national
	2.2 List Spheres of	spheres,	projector and			interest, its
	National interest.	dimensions and	accessories.			spheres,
	2.3 Explain the	elements.				dimensions
	dimensions of					and
	National interest.	Explain impact of				elements.
	2.4 Enumerate impact of	national interest				

National interest on	on foreign policy		State impacts
Foreign Policy.	and constraints of		of national
2.5 Interpret elements of	Nigerian National		interest on
National interest.	interest.		foreign
2.6 Recognize constraints			policy and
of Nigerian National	State the		constraints of
interest.	determinants of		Nigerian
2.7 Identify the	foreign policy		National
determinants of	and process of		interest.
Foreign Policy.	foreign policy		
2.8 Explain Foreign	formulation.		Account for
Policy and Domestic			determinant
Policies.	Discuss effects		of foreign
2.9 Describe Perceptions	of Civil War on		policy and
and Attitude in	Nigerian foreign		process of
Foreign Policy.	policy.		foreign
2.10 Identify Foreign			policy
Policy Formations.			formulation.
2.11Enumerate effects of			
the Civil War on			Account for
Nigerian Foreign			the effect of
Policy.			the Civil War
r oncy.			on Nigerian
			foreign
			policy

6-7	3.1	Define Diplomacy.	Explain	White			Discuss
	3.2	Explain the Origin and	diplomacy,	board/marker,			diplomacy;
		development of	origin,	projector and			it's origin,
		Diplomacy.	development	accessories.			development
	3.3	Discuss Diplomatic	and rules of				and rules.
		RULES	diplomacy.				
	3.4	State functions of					Explain
		Diplomats.	Discuss				diplomacy as
	3.5	Explain the	diplomacy as				tools of
		application of	tools of foreign				foreign
		diplomacy as an	policy.				policy
		instrument of Foreign	•				
		Policy					
		implementation.					
	3.6	Discuss emerging trends in diplomatic practice.					
Gener	al Obj	ective: 4.0 Appreciate N	ligeria's decolonizati	ion and Anti-Apar	theid policies towards Sout	h Africa	
8-9	4.1	State policy under	Discuss Nigerian	White			Examine
		Balewa (1960 –	decolonization	board/marker,			Nigerian
		1966)	and anti-apartheid	projector and			colonization,
	4.2	State policy under	policies towards	accessories.			anti-racist
		Ironsi, (January 1966-	Southern Africa				and anti-
		July 1966)	from 1960-1984				apartheid

	4.3 S	State policy under				policies
	0	Gowon (1966 to				towards
	1	1975)				Southern
	4.4 S	State policy under				Africa from
	M	lurtala/Obasanjo				1960-1984.
	(1	975-1979.)				
	4.5 S	State policy under				
	Sh	nagari (1983-1984)				
	4.6 S	State policy under				
	Βι	uhari (1983-1984)				
	4.7 Ex	xplain Nigeria's Anti-				
	Al	partheid policies				
	to	wards South-Africa				
General	l Objec	ctive: 5.0 Appreciate th	e relationship betwe	en Religion and F	oreign policy.	
10-11	5.1 I	Define Religion.	Examine	White		Discuss
	5.2 0	Give the origin of	meaning, origin	board/marker,		meaning,
	F	Religion	and types of	projector and		origin and
	5.3 S	State types of	religion.	accessories.		types
	r	religion.				religion.
	5.4 L	List out effect of	State effects of			
	F	Religion on Foreign	religion on			Account for
	F	Policy.	foreign policy.			the effect of
		,				religion on
						foreign
						policy.

12	-	ective: 6.0 Appreciate the Give the meaning of	Explain the	White		State the
		ideology.	meaning of	board/marker,		meaning of
	6.2	Explain the Political	ideology and its	projector and		ideology and
		ideology and world	implications on	accessories.		its
		system.	the foreign policy			implications
	6.3	Narrate the	of Nigeria			on the
		Implications of				foreign
		Political Ideology on				policy in
		the Foreign Policy of				Nigeria.
		Nations.				
Genera	Ű	ective: 7.0 Appreciate th		0	y in Nigeria.	
13-14	7.1	Define terrorism	Discuss the	White		Examine the
	7.2	List out forms of	concept of	board/marker,		concept of
		terrorism.	terrorism, its	projector and		terrorism, its
	7.3	Enumerate causes of	forms and causes.	accessories.		forms and
		terrorism.	State instances of			causes.
	7.4	Give instance of	terrorist's attacks			
		terrorist attacks: A	and reasons why			Explain
		historical perspective.	it is on the			instances of
	7.5	State reason why	increase.			terrorist's
		terrorism is on the	Explain			attacks and
		increase.	implications of			reasons why

		terrorism.	Nigeria Foreign			it is on the
	7.7	List out how to curb	policy and how to			increase.
		terrorism.	curb same.			- Account for
						the
						implications
						of terrorism
						on Nigeria
						Foreign
						policy and
						how to curb
						same.
		ective: 8.0 Examine Nig	erian Foreign Policy	-	ependence to date	
15-16	8.1	Explain achievements	Discuss	White		State
		and failure of the	achievements and	board/marker,		achievements
		period of October 1st	failures of the	projector and		and failures
		1960- January 15 th	various regimes	accessories.		of the
		1966.	from October 1 st			various
	8.2	Explain the period	1960 to date on			regimes from
		January 15th 1960 –	Nigerian Foreign			October 1st
		July 29th 1966.	policy.			1960 to date
	8.3	Explain the period				on the
		July 29th 1966 – July				Foreign
		29th 1975.				policy to
	8.4	Explain the period				Nigeria.

	July 29 1975 –			
	February 13th 1976.			
8.5	Explain the period			
	February 13th 1976 –			
	October 1 st 1979.			
8.6	Explain the period			
	October 1 st 1979 –			
	December 31 st 1983.			
8.7	Explain the period			
	December 31 st 1983 –			
	August 27 th 1985.			
8.8	Explain the period			
	August 27 th 1985 –			
	August 26 th 1993.			
8.9	Explain the period			
	August 27 th 1993 –			
	November 1993.			
8.10	0 Explain the period			
	November 1993 –			
	June 8 th 1998			
8.1	1 Explain the period			
	June 8th 1998 – May			
	29 th 1999.			
8.12	2 Explain the period			

may 29 th 1999 – May			
29 th 2007			
8.13 Explain the period			
May 29 th 2007 to 29 th			
May 2015			
8.14 Explain the period			
May 29 th 2015 to date			

Programme: Higher National Diploma in Public A	dministration						
Course: Comparative Public Administration	Code: PAD 424	Credit Unit: 3					
	Credit Hour: 3	Theoretical: 3 Hours					
Year: II Semester: II	Pre-requisite:	Practical: 0 Hour					
Goal: This course is intended to give students compara settings, ideologies and cultures. This is to enable the s public administrative practices.	student to understand their operational differen						
General Objectives: On the completion of the course,	students should be able to:						
1.0 Appreciate the concepts and framework for con	nparative public administration.						
2.0 Appreciate administrative principles in differer	t countries and ideologies.						
3.0 Appreciate administrative differences between	Nigeria, U.S.A. and Japan.						
4.0 Appreciate the administrative differences between Russia, Britain, Nigeria and South Africa.							
5.0 Know the different systems of administration in	n $2.0 - 4.0$ and compare results.						

Course	mme: Higher National D : Comparative Public Ad	^	Code: PAD 4	124	Credit Unit: 3	}	
	Ĩ		Credit Hour:	3		Theoretical: 3 Hours	
Year: II Semester: II Pre			Pre-requisite	Pre-requisite:		Practical: 0 Hour	
Goal: This course is intended to give students comparative overviews of settings, ideologies and cultures. This is to enable the student to underst public administrative practices.				nd their operational diff	erences, efficiency		
Genera	d Objective: 1.0 Appreciat	e the concepts and fran	nework for com	* *	tration.		
Week	Theoretical Content Specific Learning	Teacher's	Resources	Practical Content Specific Learning	Teacher's	Evaluation	
WEEK	Outcomes	Activities	Resources	Outcomes	Activities	Evaluation	
1-2	1.1 Define the concept	Describe	White Board			Dome	
	of comparative	Modernization	-Marker			comparative	
	public	models, e.g.	-Projector			public	
	administration.	Prismatic Theory.	Accessories			administration	
	1.2 Explain the rational		-Relevant				
	for the study of	Describe post-	Textbooks			Modernization	
	comparative public	modernization	/Journals			models, and	
	administration, e.g.	models, e.g. non-	-Internet			post-	
	American Society	governmental actors	Facilities			modernization	
	For Public	in Administration				models.	
	Administration)						
	(ASPA), and	Describe Socialist				Explain Sociali	
	American Political	model of				model of	
	Science Association	administration				administration,	
	(ASPA).					Endogenousatio	
	1.3 Trace the original of	Highlight				model.	

	comparative public	Endogenousation			
	administration.	model.			Give reasons for
	1.4 Explain				the study of
	Modernization	Demonstrate the			comparative
	models, e.g.	rationale for the			public
	Prismatic Theory.	study of			administration.
	1.5 Explain post-	comparative public			
	modernization	administration, e.g.			
	models, e.g. non-	American Society			
	governmental actors	For Public			
	in Administration.	Administration)			
	1.6 Explain the	(ASPA), and			
	Socialist model	American Political			
	(administrative)	Science Association			
	1.4 Identify the	(ASPA).			
	Endogenousation				
	model.	Bring out the origin			
		of comparative			
		public administration			
Genera	l Objective: 2.0 Appreciat		oles in different	countries and Ideologies	
3-4	2.1 Explain the	Describe Capitalist	White Board		Explain the
	Capitalist Ideology.	and 2 socialist	-Marker		Capitalist and
	2.2 Explain the	Ideologies.	-Projector		socialist
	Socialist Ideology.		Accessories		Ideologies.

	2.3 Differentiate the	Bring out different	-Relevant			
	patterns of	patterns of	Textbooks			Explain the
	Representative	Representative	/Journals			patterns of
	Government.	Government.	-Internet			Representative
	2.4 Explain the		Facilities			Government.
	distribution of	Describe the				
	power amongst the	distribution of				Explain the
	State organs in 2.3	power amongst the				distribution of
	above.	State organs.				power amongst
						the State organs
General	Objective: 3.0 Appreciat	e administrative differe	nces between N	ligeria, United State of Am	erica and Japan.	
5-6	3.1 Explain the Political	Describe the	White Board		Ť	Explain the
	Evolution of	Political Evolution	-Marker			Political
	Nigeria.	of Nigeria, USA and	-Projector			Evolution of
	3.2 Explain the Political	Japan.	Accessories			Nigeria, USA
	Evolution of U.S.A.		-Relevant			and Japan and
	3.3 Explain the Political	Describe Civil	Textbooks			Civil Service
	Evolution of Japan.	Service operations	/Journals			operations in
	3.4 Explain Civil	in Nigeria, U.S.A.	-Internet			Nigeria, U.S.A.
	Service operations	and Japan.	Facilities			and Japan.
	in Nigeria, U.S.A.					
	and Japan.	Describe patterns of				Explain the
	3.5 Compare patterns of	Representative				patterns of
	Representative	Government in 3.4				adjudication in

	Government in 3.4					the countries of
	above.	Explain the patterns				Nigeria, USA
	3.6 Explain the patterns	of adjudication in				and Japan
	of adjudication in	the Countries in				
	the Countries in 3.4					Explain the level
	above.	Describe the level				of political
	3.7 Explain the level of	of political				participation in
	political	participation in the				the three
	participation in the	three counties in				counties Nigeria,
	three Counties in	Nigeria, USA and				USA and Japan.
	3.4 above.	Japan.				
Genera	I Objective: 4.0 Appreciat	e the administrative dif	ferences betwee	en Russia, Nigeria, Britain	and South Africa.	
7-8	4.1 Examine the	Analyze the systems	White Board			Describe the
	systems of	of Representative	-Marker			systems of
	Representative	Government in	-Projector			Representative
	Government in	Russia, Nigeria,	Accessories			Government in
	Russia, Nigeria,	Britain and South	-Relevant			Russia, Nigeria,
	Britain and South	Africa	Textbooks			Britain and
	Africa.		/Journals			South Africa.
	4.2 Compare the	Explain the	-Internet			Explain public
	systems of	Systems of	Facilities			enterprises
	Representative	Representative				management in
	Government in the	Government in the				Russia, Nigeria,
	four Countries in	four Countries in				Britain and

	4.1 above.	4.1				South Africa
	4.3 Compare public					Discuss the
	enterprises	Explain public				
	management in the	enterprises				Civil Service
	four Countries in	management in the				structures in the
	4.1 above.	four Countries in				four Countries,
	4.4 Explain the Civil	4.1				Russia, Nigeria,
	Service structures in					Britain and
	each of the four	Describe the Civil				South Africa
	Countries in 4.1	Service structures in				
	above.	each of the four				State the
	4.5 Describe the	Countries in 4.1				prospects of
	prospects for	above.				political
	political					development in
	development in	Describe the				Nigeria.
	Nigeria.	prospects for				
		political				
		development in				
		Nigeria.				
General	Objective: 5.0 Know the		lministration in	2.0 -4.0 and compare resu	lts.	
9-10	5.1 Identify the features	State the features of	White Board			Bring out
	of development in	development in the	-Marker			similarities and
	the Countries in	Countries in section	-Projector			difference in
	section 2.0 – 4.0	2.0 – 4.0 above.	Accessories			development

above.	Compare and	-Relevant		strategies in the
5.2 Compare the	contrast different	Textbooks		Countries in 5.1
different	development	/Journals		mentioned
development	strategies in the	-Internet		
strategies in the	Countries in 5.1	Facilities		Discuss the
Countries in 5.1	above.			philosophies of
above.				the development
5.3 Compare the	Explain the			plans of
philosophies of the	Philosophies of the			Countries in 5.1
development plans	development plans			above.
of Countries in 5.1	of Countries in 5.1			
above.	above.			
5.4 Describe the				
progressive	Explain the			
development	progressive			
strategies of the	development			
Countries in 5.1	strategies of the			
above.	Countries in 5.1			
5.5 Carry out a group	above.			
study to determine	Divide into Tutorial			
the most appropriate	groups to discuss			
ideology for	the most appropriate			
Nigeria.	ideology for			
	Nigeria.			

Course: Workshop in Public Adminis	tration Code: PAD 425	Credit Unit: 3						
	Credit Hour: 3 Theoretical: 3 Hours							
Year: II Semester: II	Pre-requisite:	Practical: 0 Hour						
Goal: This course is intended to acquain	t students with practical administrative skills, w	hich will serve as foundation or orientation						
towards his future employment/career.								
General Objectives: On the completion of the course, students should be able to:								
ocheral objectives. On the completion	of the course, students should be able to:							
General Objectives. On the completion	of the course, students should be able to:							
General Objectives. On the completion	of the course, students should be able to:							
1.0 Appreciate Office Procedures and								
1.0 Appreciate Office Procedures and	l Management.							
1.0 Appreciate Office Procedures and2.0 Appreciate the proper application	d Management. of Public Service Rules and Regulations.							
1.0 Appreciate Office Procedures and2.0 Appreciate the proper application	l Management.	ions.						
1.0 Appreciate Office Procedures and2.0 Appreciate the proper application3.0 Appreciate communication and in	d Management. of Public Service Rules and Regulations.	ions.						

<u> </u>	mme: Higher National Diplo					-
Course	: Workshop in Public Admin	nistration	Code: PAD 425		Credit Unit	
			Credit Hour: 3		Theoretical: 3 Hours	
Year: II Semester: II			Pre-requisite:		Practical: 0 Hour	
	This course is intended to acqua s his future employment/career	1	tical administrativ	e skills, which will serve	e as foundation	or orientation
	al Objective: 1.0 Appreciate O		Aanagement.			
	Theoretical Content			Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Evaluation
1-2	1.1 Define Minutes.	Explain minutes	White Board			Describe minutes
	1.2 Distinguish between	Differentiate	-Marker			Distinguish
	Minutes of a Meeting	between Minutes	-Projector			between Minutes
	and Minute a file.	of a Meeting and	Accessories			of a Meeting and
	1.3 Describe	Minute a file.	-Relevant			Minute a file
	documentation/recordin	Explain	Textbooks			Describe
	g procedures.	documentation/reco	/Journals			documentation/re
	1.4 Explain Memo writing.	rding procedures.	-Internet			cording
	1.5 Write memos on	Demonstrate	Facilities			procedures
	different topics.	Memo writing.				Carry out Memo
	1.6 Prepare agenda for	Explain memo				writing.
	meetings.	writing on different				Write memo on
	1.7 Explain the formats for	topics.				different topics
	writing minutes of	Write agenda for				Write agenda for
	meetings.	meetings.				meetings
	1.8 Organize meetings.	Describe the				Explain the
	1.9 Write reports.	formats for				formats for

	1.10 Carry-out mock	writing minutes			writing
	interview sessions.	of meetings.			minutes of
	1.11 Write reports on	Organize meetings.			meetings.
	interviews.	Write reports.			Organize
		Carry-out mock			meetings.
		interview			Write reports
		sessions			Carry-out mock
					interview
					sessions.
Genera	l Objective: 2.0 Appreciate the	e proper application of	Public Service Rule	es and Regulations.	
3	2.1 Explain the basic	Describe the basic	White Board	_	.Explain the basic
	Public Service Rules.	Public Service	-Marker		Public
	2.2 Explain guides to	Rules.	-Projector		Service
	Public Service	Describe guides to	Accessories		Rules
	Procedure.	Public Service	-Relevant		Explain guides to
	2.3 Explain Financial	Procedure.	Textbooks		Public Service
	Instructions.	Describe Financial	/Journals		Procedure.
	2.4 Describe the provisions	Instructions.	-Internet		Explain Financial
	of the latest Civil	Explain the	Facilities		Instructions.
	Service Reforms.	provisions of			Describe the
		the latest Civil			provisions of
		Service			the latest Civil
		Reforms			Service
					Reforms.

	al Objective: 3.0 Appreciate co		<u>.</u>	hin and outside organizations.	
4	3.1 Explain how to	Explain how to	White Board		Write a memo
	communicate with a	write a memo	-Marker		within an
	memo within an	within an	-Projector		Organization.
	Organization.	Organization.	Accessories		Communicate
	3.2 Explain how to	Explain how to	-Relevant		outside the
	communicate outside	communicate	Textbooks		Organization, via
	the Organization, via	outside the	/Journals		memo.
	memo.	Organization, via	-Internet		Explain procedure
		memo.	Facilities		for inter-agency
	3.4 Explain procedure for	Explain Procedure			co-operation in
	inter-agency co-	for inter-agency			Nigeria.
	operation in Nigeria.	co-Operation in			Explain how to
		Nigeria.			Communicate
	3.4 Explain how to	Explain how to			Information to the
	communicate	Communicate			Public through
	information to the	Information to the			the Mass Media.
	public through the mass	Public through the			
	media.	Mass Media.			
Genera	al Objective: 4.0 Appreciate th	e approaches to Decisi	on Making and Imp	blementation	1
5-6	4.1 Explain the process of	.Describe the	White Board		Describe the
	decision making by a	procedures of	-Marker		process of
	Sole Manager.	decision making by	-Projector		decision making
	4.2 Explain the process of	a Sole Manager.	Accessories		by a Sole

	group decision making	Describe the process	-Relevant		Manager.
	technique known as	of group decision	Textbooks		Explain the
	Management by	making technique	/Journals		process of group
	Objective (M.B.O.),	known as	-Internet		decision making
	-Interactive Group,	Management by	Facilities		technique known
	Brainstorming, star	Objective (M.B.O.)			as Management
	busting, Norminal	Describe the			by Objective
	Group, Group thinking,	importance of			(M.B.O.)
	Delphi and Group shift	division of labour			State the
	technique	for efficient			importance of
	4.3 Explain the importance	implementation of			division of labour
	of division of labour	projects.			for efficient
	for efficient	Explain the role of			implementation of
	implementation of	good leadership in			projects.
	projects.	task			Demonstrate role
	4.4 Identify the role of	implementation.			of good
	good leadership in task				leadership in task
	implementation.				implementation.
Genera	l Objective: 5.0 Appreciate A	ccountability and Cont	trol in public admini	stration	
7-8	5.3 Define the concept of	Explain	White Board		Define the
	accountability,	accountability and	-Marker		following terms:
	Responsibility,	control in public	-Projector		Internal
	Transparency, Probity,	service:	Accessories		accountability
	Authority and Control.	a) Internal			system:

5.4 Differentiate between	accountabili	-Relevant		 Budgeting
5.1 above.	ty system:	Textbooks		control
5.5 List out types of	• Budgeting	/Journals		Personal
accountability and	control	-Internet		management
control in public	• Personal	Facilities		control,
service:	management			• Organization
a, Internal	control,			and
accountability system:	Organization			management
Budgeting	and			control (O&M)
control	management			• Administrative
Personal	control			Ethics and
management	(O&M)			Professional
control,	• Administrativ			standards,
Organization	e Ethics and			• Leadership.
and	Professional			• External
management	standards,			Accountability
control (O&M)	• Leadership.			and Control
Administrative	b, External			System:
Ethics and	Accountability			• Legislative
Professional	and Control			control and
standards,	System:			Accountability
• Leadership.	• Legislative			• Limitation to
b, External	control and			legislative
Accountability and	Accountabili			

Control System:	ty	control
Legislative	Limitation	• Executive
control and	to legislative	control and
Accountability	control	Accountability
Limitation to	• Executive	• Citizens and
legislative	control and	Administration
control	Accountabili	and Channels
• Executive	ty	of redress
control and	Citizens and	Role of Media,
Accountability	Administrati	Interest,
Citizens and	on and	Groups,
Administration	Channels of	voluntary
and Channels	redress	organization,
of redress	• Role of	civil society,
• Role of Media,	Media,	citizens
Interest,	Interest,	charpters
Groups,	Groups,	
voluntary	voluntary	
organization,	organization	
civil society,	, civil	
citizens	society,	
charpters	citizens	
(SERVICOM)	charpters	
Right to	(SERVICO	

information	M)
and social	• Right to
audit.	information
5.6 Explain problems of	and social
Accountability for	audit.
performance in the	Examine problems
public sector.	of Accountability
5.7 Explain corruption and	for performance in
whistle blowing in	the public sector.
Nigeria.	Analyze corruption
	and whistle
	blowing in
	Nigeria.

HND 11 – 2ND SEMESTER

Programme: Higher National Diploma in Public Administration							
Course: Budget and Budgeting in Nigeria	Code:PAD 426Credit Unit: 3						
	Credit Hour: 3	Theoretical: 3 Hours					
Year: II Semester: II	Pre-requisite:	Practical: 0 Hour					
Goal: This course is designed to acquaint the student v	vith the knowledge of Budget and Budgeting	in Nigeria.					
General Objectives: On the completion of this course	, students should be able to:						
1.0 Trace the origin of Budget and Budgeting in Ni	geria.						
2.0 Appreciate the principles of Good Budgeting.							
3.0 Recognize processes of Budget Formation and	Budget Cycle in Nigeria;						
4.0 Appreciate Budgeting Techniques.							
5.0 Appreciate the relationship between Budgeting	5.0 Appreciate the relationship between Budgeting and Development Planning.						
6.0 Appreciate problems of budget implementation in Nigeria.							
7.0 Identify solutions to the problems of Budget implementation in Nigeria.							

Course	: Budget and Budgeting in N	ligeria	Code: PAD 4		Credit Unit:	
			Credit Hour:	3	Theoretical: 3 Hours	
Year: I		• • • • • • • • • •	Pre-requisite:		Practical:	0 Hour
	This course is designed to acquain l Objective: 1.0 Trace the original termination of		<u> </u>	Sudget and Budgeting in	i Nigeria.	
Genera	Theoretical Content	in of budget and budg	gening in Nigeria	Practical Content		
Week	Specific Learning	Teacher's	Resources	Specific Learning	Teacher's	Evaluation
	Outcomes	Activities		Outcomes	Activities	
1-2	1.1 Define the concept of	Explain the concept	White			Explain the
	budget	of Budgeting in	Board/Marker			concept of
	1.2 Explain the origin of	Nigeria; its	, Projector			Budget and
	budget	importance and	and			importance of
	1.3 Identify significance	challenges.	accessories,			Budget.
	and reasons for		Relevant text			
	budgeting	State the different	Books,			Explain the
	1.4 Describe limitations	types of Budgets.	Journals,			elements of
	and the merits of		internet			Budget
	budgeting.	State the elements	facilities,			performance.
	1.5 Describe types of	of Budget and	Approved			
	budget:	Budget	Relevant			
	Recurrent revenue	Performance.	Rules and			
	• Recurrent		Regulations.			
	expenditure					
	Capital Receipts					

	Capital Expenditure				
	• Flexible Budget				
	• Supplementary				
	budget.				
	1.6 Elements of budget				
	1.7 Explain Budget				
	Performances.				
Genera	al Objective: 2.0 Principles of C	Good Budgeting			
3	2.1 Explain the principles of	Describe the	White		Explain the
	responsibility of the	principles of	Board/Marker		principles of
	Executive in the	Executive	, Projector		Executive
	formation of the	responsibility for	and		responsibility
	budget.	the formation of the	accessories,		for the
	2.2 State Principle of	Budget.	Relevant text		Performance of
	Balance Budget.		Books,		the Budget and
			Journals,		Balance
			internet		Budget.
			facilities, and		
			Approved		
			Relevant		
			Rulers and		
			Regulation		

4-5		jective: 3.0: Recognize pro Discuss Budget.	Describe the	White	Examine the
		Preparation in	Budget Preparation	Board/Marker	Budget
		Organization	process in	, Projector	Preparation
	3.2	Describe the process of	Organization	and	process in an
		Budget formulation at	including Local	accessories,	organization
		the LG level.	Government	Relevant text	
	3.3	Explain the defects of	Budgeting system.	Books,	
		LG Budgeting System.		Journals,	
	3.4	Explain the various	Discuss the	internet	
		Steps of the Budgeting	budgeting process	Facilities and	
		process at the State and	in the Local, State	Approved	
		the Federal	and Federal levels.	relevant Ruler	
		Government Tiers in a		and	
		Democratic System.		Regulation	
Gener	al Ob	jective: 4.0: Appreciate B	udgeting Techniques in	n Nigeria	
6-7	4.1	Explain meaning of	Describe the	White	Explain the
		Traditional Budgeting	Traditional	Board/Marker	Techniques and
		System, Nature and	Budgeting	, Projector	Nature of the
		Criticism of Traditional	Techniques, its	and	traditional
		budgeting system.	Nature and	accessories,	Budgeting
			Limitations.	Relevant text	system.
				Books,	
	4.2	State the performance of		Journals,	

budgeting system,	Explain	internet		Explain the
nature and criticism of	performance of	facilities and		Zero-based
performance budgeting	Budget, Nature and	Approved		Budgeting
system.	Criticism of	Relevant		system.
	performance budget	Rules and		
4.3 Explain planning,	system.	Regulation		
programming and	State the Origin.			
budgeting system	Meaning,			
(PPBS);	Processes,			
• Origin of PPBS	Criticism and			
• Meaning of PPBS	Implementation of			
• Processes of PPBS	Planning,			
• Criticism of PPBS	Programming and			
• Advantages of PPBS	Budgeting System.			
• Implementation of				
PPBS in Nigeria.				
4.4 Explain the Zero Based				
budgeting (ZBB)	Describe the Zero-			
• Meaning of ZBB	based budgeting, its			
• Origin of ZBB	Meaning, Origin,			
• Procedures of ZBB	Processes, Steps			
• Steps of ZBB	and criticism of the			
• Practice of ZBB	system.			

	• Merit of ZBB	Describe the cost			
	• - Demerit of ZBB	benefits analysis			
		and intricacies.			
		Discuss the			
		operations Research			
		and theories related			
		to it.			
Genera	al Objective: 5.0 Appreciate the	e Relationship between	Budgeting and I	Development Planning	
8-9	5.1 Define Budget and	Explain the	White		State the
	planning.	relationship	Board/Marker		relationship
	5.2 Explain Advantages of	between budgeting	, Projector		between
	Development planning.	and development	and		budgeting and
	5.3 Identify Budget Link.	planning.	accessories,		development
	5.4 Describe the Weak		Relevant text		planning.
	Plan-Budget Link.		Books,		
	5.5 Explain Development	Describe	Journals,		Explain
	planning and Financing	development	internet		development
	in Nigeria.	planning and	facilities and		planning and
		financing in	Approved		financing in
		Nigeria.	Relevant		Nigeria.
			Rulers and		
	5.6 Describe the Role of	Explain the Role of	Regulation.		
	Budget in Development	Budget in			

	and planning.	development				
	5.7 Identify Symptoms of	planning and				
	plan failure in Nigeria.	strategies for				
	5.8 Describe strategies for	improving National				
	improving National	development in				
	Development planning	Nigeria.				
	in Nigeria.					
Genera	al Objective: 6.0 Appreciate Pro	blems of Budget Imple	ementation	<u> </u>	I	
10-11	6.1 Identify the problems of	Explain the	White			Enumerate
	Budget implementation	problems of Budget	Board/Marker			some problems
	in Nigeria.	implementation in	, Projector			of budget
	6.2 Describe the	Nigeria.	and			implantation
	bureaucratic bottleneck		accessories,			
	in budgetary	Explain the	Relevant text			Explain budget
	implementation.	bureaucratic	Books,			padding and
	6.3 Explain budget padding	bottleneck in	Journals,			how does it
	as hindrance to	budgetary	internet			affect budget
	successful budget	implementation and	facilities and			implementation
	implementation.	budget padding as	Approved			in Nigeria.
	6.4 Describe the	hindrance to	Relevant			
	implementation of the	successful budget	Rulers and			
	Non-or late release of	implementation.	Regulation			
	funds.					
	6.5 Explain the meaning of	Explain the				

	vehement in Budgeting	meaning of				
	and its application	vehement in				
		Budgeting and its				
		application				
Genera	al Objective: 7.0 Identify Soluti	ons to the Problems of	Budget Impleme	entation in Nigeria.	<u> </u>	
	7.1 Explain Stopped of	Describe the	White			Explain the
	leakages of revenue.	problems associated	Board/Marker			problems
	7.2 Define clear laid down	with Budget	, Projector			associated with
	procedures for award	Implementation and	and			Budget
	of contracts.	solutions to it.	accessories,			Implementation
	7.3 Explain street		Relevant text			and their
	adherence to budgeting	State the	Books,			solutions.
	provisions.	importance of	Journals,			
	7.4 State the constant	constraint training	internet			List the
	Training of Budget	of budget officers	facilities and			importance of
	Personnel's.	and oversight	Approved			constraint
	7.5 Explain the Legislators	functions of the	Relevant			training of
	Oversight Functions	Legislature in a	Rulers and			budget officers
	and Public Influence.	democratic system.	Regulation.			and oversight
						functions of the
						Legislature in a
						democratic
						system.

Programme: Higher National Diploma in Public Administration								
Course: Peace and Conflict Resolution	Code: PAD 427	Credit Unit: 2						
	Credit Hour: 2	Theoretical: 2 Hours						
Year: II Semester: II	Pre-requisite:	Practical: 0 Hour						
Goal: The course is designed to provide students with	Knowledge of basic concepts in peace studies	s, conflicts and conflict resolutions in						
organization and society at large.								
General Objectives: On the completion of the course,	students should be able to:							
1.0 Know the meaning and types of Conflicts;								
2.0 Know various the Theories of Conflicts;								
3.0 Identify the various causes of Conflicts;								
4.0 Appreciate Conflicts Analysis Methods;								
5.0 Understand Conflicts in Multi-Ethnic socie	ties;							
6.0 Appreciate, Religion, Peace and Conflicts i	n Nigeria;							
7.0 Appreciate Africans Indigenous Conflicts Resolutions;								
8.0 Appreciate Post-Conflict Reconstruction and Peace Building;								
9.0 Appreciate Conflicts Preventions and Strategies.								

	nme: Higher National Diplo Peace and Conflict Resolut		Code: PAD 427		Credit Unit: 2	
			Credit Hour: 2		Theoretical: 2 Hours	
Year: II Semester: II			Pre-requisite:		Practical:	0 Hour
	he course is designed to provi	de students with Know	wledge of basic co	oncepts in peace studies	s, conflicts and co	nflict resolutions in
	tion and society at large		C1 • .			
General	Objective: 1.0 Know the me Theoretical Content	aning and types of Co	onflicts.	Practical Content		
Week	Specific Learning	Teacher's	Resources	Specific Learning	Teacher's	Evaluation
W CCK	Outcomes	Activities	Resources	Outcomes	Activities	Livaluation
	1.1 Define Conflict and	Explain processes	White			Define Conflict
	Conflict Resolution.	to conflicts and	Board/Marker,			and Conflict
	1.2 Explain causes of	conflict	Projector and			Resolution.
	Conflict.	resolutions.	accessories,			List causes of
	1.3 Explain types of	Explain types of	and relevant			Conflict.
	Conflict.	Conflicts their	text Books,			
	1.4 Explain Stages of	causes.	Journals,			
	Conflict.		approved			
	1.5 Analyze Conflict		relevant rules			
	Situations.		and			
			regulations			
			and internet			
			facilities			
General	Objective: 2.0 Know the var		1	1		
	2.1 Describe Theories of	Explain theories	ditto			Explain the
	Conflict.	And different				theories of
	2.2 Identify the different	perspectives				Conflict.

	perspectives guiding	guiding the study		Explain the
	the study of Conflict.	of Conflict		different
				perspectives
				guiding the study
				of Conflict
General (Dbjective: 3.0 Identify the va	rious causes of Confli	ict.	
	3.1 Explain various	Exemplify various	White	Explain various
	causes of Conflict.	causes of Conflict.	Board/Marker,	causes of Conflict
	3.2 Relate these causes of	And relate these	Projector and	in organization and
	Conflict to all levels	causes of Conflict	accessories,	society at large.
	of Relationship (i.e.	to all levels of	and relevant	
	Intra-personal, Inter-	Relationship (i.e.	text Books,	
	personal, Intragroup,	Intra-personal,	Journals,	
	Intergroup, National	Inter-personal,	approved	
	and International.	Intragroup,	relevant rules	
		Intergroup,	and	
		National and	regulations	
		International.	and internet	
			facilities	
General (Dbjective: 4.0 Know Conflic	t Analysis Methods.	1	
	4.1 Describe concept of	Analyse different	ditto	Describe concept
	Conflict Analysis.	Stages of Conflict.		of Conflict
	4.2 Differentiate stages of			Analysis.
	Conflict Analysis.			Explain various

4.3 Explain vari	ous tools, List out variou	S	tools, Force Field
Force Field A	Analysis, tools, Force Fig	eld	Analysis, Conflict
Conflict Map	pping and Analysis, Conf	flict	Mapping and ABC
ABC Triang	e. Mapping and A	ABC	Triangle.
	Triangle.		
General Objective: 5.0 Un	derstand Conflict in Multi	Ethnic societies	
5.1 Define Ethn			Define Ethnicities
5.2 Describe Eth	nnic		Explain the
Conflicts.	Explain the		process of
5.3 Explain the	process of process of		resolving Ethnic
resolving Eth	nic resolving Ethn	ic	Conflict.
Conflict.	Conflict.		
General Objective: 6.0 Un	derstand Religions, Peace a	and Conflict in Nigeria.	
6.1 Describe th	e Describe the	White	Describe the
different Be	elief different Belie	f Board/Marker,	different Belief
System in I	Vigeria. System in Nige	eria. Projector and	System in Nigeria
		accessories,	
6.2 Explain the	History Explain the	and relevant	Explain the
of Religiou	s Crisis in History of	text Books,	History of
Nigeria.	Religious Crisi	is in Journals,	Religious Crisis in
	Nigeria.	approved	Nigeria.
		relevant rules	
6.3 Identify Reli	gious	and	
Crisis Resolu	ition	regulations	
Option.			

		Explain Religious	and internet		Identify Religious
		Crisis Resolution	facilities		Crisis Resolution
		Option.			Option.
General	Objective: 7.0 Understand A	frican Indigenous Co	nflict Resolutions.	I	
	7.1 Define African	Define African	White		Define African
	Traditional Societies.	Traditional	Board/Marker,		Traditional
		Societies.	Projector and		Societies.
			accessories,		
	7.2 Explain various	Explain various	and relevant		Explain various
	Conflicts among	Conflicts among	text Books,		Conflicts among
	Indigenous African	Indigenous	Journals,		Indigenous
	Societies.	African Societies	approved		African Societies.
	7.3 Discuss Relevant	Explain relevant	relevant rules		
	Traditional Institutions	Traditional	and		Explain causes of
	and approaches to	Institutions and	regulations		weakness and
	Conflict Prevention,	approaches to	and internet		Erosion of
	Management and	Conflict	facilities		Indigenous peace
	Resolution.	Prevention,			institution in
		Management and			Africa.
		Resolution.			
	7.4 Explain causes of				Justify the
	weakness and erosion				relevance of
	of Indigenous peace				traditional
	institution in Africa.				institutions and

					approaches to
					conflicts
					prevention and
					management
al Objective: 8.0 Understand Po	ost Conflict Reconstru	uction.			
3.5 Explain the concept	Identify and	Text books			Discuss the Stages
and practice of peace	explain peace	and Archives			of peace process.
Building	building task.	White			
		Board/Marker,			Describe Post
8.2 Describe Post Conflict	Explain Post	Projector and			Conflict
Environments.	Conflict	accessories,			Environments in
8.3 Describe the Stages of	Environments	and relevant			Peace Building
Peace Process.	And the Stages of	text Books,			Task.
	Peace Process.	Journals,			
8.4 Identify Peace		approved			
Building Task.		relevant rules			
		and			
8.5 Explain education for		regulations			
peace and great		and internet			
personalities and		facilities			
peace.					
8.6 Explain					
	 3.5 Explain the concept and practice of peace Building 8.2 Describe Post Conflict Environments. 8.3 Describe the Stages of Peace Process. 8.4 Identify Peace Building Task. 8.5 Explain education for peace and great personalities and peace. 	3.5 Explain the concept and practice of peace BuildingIdentify and explain peace building task.8.2 Describe Post Conflict Environments.Explain Post Conflict8.3 Describe the Stages of Peace Process.Environments And the Stages of Peace Process.8.4 Identify Peace Building Task.8.5 Explain education for peace and great personalities and peace.	and practice of peace Buildingexplain peace building task.and ArchivesBuildingbuilding task.WhiteBoard/Marker,Board/Marker,8.2 Describe Post Conflict Environments.Explain Post ConflictProjector and accessories,8.3 Describe the Stages of Peace Process.Environmentsand relevantPeace Process.And the Stages of Peace Process.text Books, Journals,8.4 Identify Peace Building Task.Peace Process.approved relevant rules and8.5 Explain education for peace and great peace.regulations and internet facilities	3.5 Explain the concept and practice of peace BuildingIdentify and explain peace building task.Text books and Archives8.2 Describe Post Conflict Environments.Explain Post ConflictProjector and accessories, and relevant8.3 Describe the Stages of Peace Process.Environments And the Stages of Peace Process.Identify Peace and relevant8.4 Identify Peace Building Task.Projector and Explain Post EnvironmentsJournals, approved relevant rules and regulations and regulations and internet facilities	3.5 Explain the concept and practice of peace Building Identify and explain peace building task. Text books and Archives White Board/Marker, 8.2 Describe Post Conflict Environments. Explain Post Conflict Projector and accessories, 8.3 Describe the Stages of Peace Process. Environments And the Stages of Peace Process. Environments And the Stages of Peace Process. 8.4 Identify Peace Building Task. Peace Process. Journals, and relevant rules and relevant rules and regulations and internet peace.

Demobilization,				
Disarmament and				
Reintegration as				
strategic approaches				
for peace				
General Objective: 9.0 Appreciate Co	onflict Prevention and	Strategies.	I	
9.1 Define Conflict	Explain different	White		Describe different
Prevention.	Theories of	Board/Marker,		Theories of
9.2 Describe different	Conflict	Projector and		Conflict
Theories of Conflict.	Prevention.	accessories,		Prevention.
9.3 Identify different		and relevant		
stages of Conflict		text Books,		State the
Prevention.		Journals,		importance of
		approved		conflict prevention
9.4 Describe Conflict	Describe the task	relevant rules		strategies.
Prevention strategies.	involved in	and		
	Conflict	regulations		
9.5 Appreciate the role of	Prevention.	and internet		
international		facilities.		
organizations in				
conflict prevention				
and resolution				

LIST OF EQUIPMENT IN THE RESOURCE CENTER FOR THE PROGRAMME:

11.Overhead Projectors
12.Public Address System
13.Audio – Visual Equipment,
14.Slide Projectors
15.Colour T.V
16.Cine Camera
17.White board
18.Recommended textbooks
19.Newspaper
20. Journals
21.Laptop
22.Lecture note

PARTICIPANTS AT THE CURRICULUM REVIEW WORKSHOP FOR ND/HND PUBLIC ADMINISTRATION AND MANAGEMENT FROM 14TH TO 18TH JUNE, 2021

S/N	NAME	ADDRESS	E-MAIL
1.	Mal. Shehu Usman Adamu	Public Admin. Department Kaduna	
		Polytechnic,	shehuadamuzariya@gmail.com
		Kaduna	
2.	Mr. Oladepo K. Adebowale	Public Admin. Department,	
		The Polytechnic,	<u>adeykaz@yahoo.com</u>
		Ibadan (Rep. Chartered Institute of	
		Local Government and Public	
		Administration of Nigeria (CILPAM)	
3.	Mal. Baba Shehu	Public Admin. Department,	
		Fed. Polytechnic,	shehualhajibaba@gmail.com
		Bida	
4.	Mal. Abdullahi Ibrahim Shehu	Public Admin. Department,	
		Nuhu Bamali Polytechnic,	abdullahiishehu@gmail.com
		Zaria	
5.	Mr. Lawrence O. Ekhaiakhu	Public Admin. Department,	
		Kaduna Polytechnic,	lawekha@gmail.com
		Kaduna	
6.	Igwe Izuchukwu	Fed. Polytechnic,	
		Oko	izuuigwe@gmail.com

	NBTE STAFF		
1.	Prof. Idris M. Bugaje	Executive Secretary-	es@nbtegov.ng
		NBTE, Kaduna	
2.	Engr. Usman Danjuma Jibrin	Director,	
		Academic Planning, Research and Stat. &	ujdanjuma@gmail.com
		ICT	
3.	Garba M. Nalado	Deputy Director,	

		PSD, NBTE, Kaduna	gmnalado@gmail.com
4.	Dr. Fatima K. Umar	Deputy Director, (Curriculum)	
		NBTE, Kaduna	fatikmama@yahoo.com
5.	Jacob A. Abang	NBTE, Kaduna	jakeabang@gmail.com
<i>6</i> .	Adesina Oluodo, mniob	Chief Prog. Officer, (Envi. Tech. Div.)	Janeabails C Sman.com
0.		NBTE, Kaduna	aoluodo@yahoo.com
7.	Umar Ahmed Mayanchi	NBTE, Kaduna	umar2576@gmail.com
8.	Hassan Aliyu	NBTE, Kaduna	galadimauba@gmail.com
9.	Grace O. Adama	NBTE, Kaduna	graceodji@gmail.com
10.	SECRETARIAT		
11.	Mrs. Jummai Haruna	Assistant Chief Confidential Secretary,	zagizagibaby@gmail.com
		NBTE, Kaduna	
12.	Mrs. Rabi Sani	Principal Data Processing Officer,	
		NBTE, Kaduna	rabohio1@gmail.com
13.	Mal. Mustafa Aminu	Executive Officer,	
		NBTE, Kaduna	mustafarimi@yahoo.com