

**OLUSEGUN AGAGU UNIVERSITY OF SCIENCE AND TECHNOLOGY, OKITIPUPA,
ONDO STATE, NIGERIA**



**CURRICULUM FOR PROFESSIONAL MASTERS IN PUBLIC ADMINISTRATION
(MPA)**

Introduction

The Masters in Public Administration (MPA) is designed in order to impact advance knowledge and prepare students for active participation in the furtherance of knowledge in the socio-political, economic and administrative development of the nation as well as building up a reservoir of expertise for public policy analysis and consultancy services for political office holders, government agencies and delivery of services to the government and the populace. The Masters in Public Administration provides advanced courses and research activities towards attaining competence in public policy and management.

Vision

To develop experts in the functional areas of Public Administration so that they advance the frontiers of Public Administration theory and practice and enhance the contribution that public administration could make to nation building. OAUSTECH MPA program will be nationally recognized for fostering the development of exceptional leaders dedicated to the ideals of public service careers in government and non-profit organizations national and internationally.

Mission

To prepare graduates for public leadership by enhancing their knowledge and developing their skills for careers in public service.

Justification

The basis of the MPA program is to broaden and deepen the intellectual exposure of the students in core public administration courses so as to develop their capability to analyze and apply the skills and knowledge acquired during training in solving administrative problems in the public and private sectors. In keeping with the goal of the Centre for Governance and Business Technology, the MPA Programme is also designed to promote the needed advanced training and deepen administrative capacity in public organizations and institutions, public administration and national and international governmental administrations. It is designed for those already in the public and private sector wishing to up-grade their skills and knowledge in administration and management.

Objectives

The Master in Public Administration Programme objectives are:

1. Developing students' expertise in the functional areas of Public Administration so that they advance the frontiers of public Administration theory and practice and enhance the contribution that the public administration could make to nation building.
2. Promoting advanced training and deepen administrative capacity in public organizations and institutions public administration, and national and international governmental administrations.
3. Enhancing the productive capacities of the policy participants and political practitioners.
4. Training practicing administrators who intend to pursue or are pursuing careers in public policy and public services.
5. Providing general exposure to public administration and non-public administration graduates aspiring for administrative careers in both the private sector and government and intergovernmental services.

Admission Requirements

1. Candidates applying for admission into the MPA programme must satisfy Olusegun Agagu University of Science and Technology matriculation requirements of five O'level credits including English at one sitting or at two sittings. Candidates with pass in Mathematics will be admitted.
2. Compulsory subjects required in O'level are credit in English language and credit/pass in Mathematics. The remaining subjects to make completion for the five O'level credits at one sitting or at two sittings can be any of the O'level subjects.
3. Candidates to be admitted must have Bachelor degree from institutions recognized by the Senate of OAUSTECH University with a minimum of second class lower division in any field such as Social Sciences, Administration, Management, Pure and Natural Sciences, Arts and Education, Medical, Engineering, etc.
4. Holders of HND with upper credit from a recognized Institution are eligible to apply for the MPA program.
5. Holders of HND with lower credit or pass from a recognized Institution must possess postgraduate diploma in public administration or any Management and Social Science courses or in the above stated disciplines.
6. Candidates with third class degree must possess postgraduate diploma in public administration or any Management and Social Science courses (with minimum of Upper Credit) or in the above stated disciplines.
7. National Youth Service Corps (NYSC) or Exemption Certificate.
8. Academic transcripts addressed to the school of postgraduate studies, OAUSTECH.
9. Three referee reports.

Programme duration

The programme leading to the award of MPA, Master's degree in Public Administration in OAUSTECH would run for 18 months. The MPA programme shall normally last for a minimum of 3 semesters. The first and second semesters would be spent on course work exclusively while the third semester would be spent on coursework and research project.

Program extension

A student's registration shall lapse if the student has not fulfilled the requirements for the award of MPA degree within the stipulated duration of the Programme. On application and recommendation of the Postgraduate School, Senate may grant an extension when necessary to such student.

Termination of admission

1. A candidate who had been offered provisional admission but fail to proceed with other necessary steps such as payment of acceptance fee and school fee before the session lapse will have to re-apply.
2. A candidate who had been offered provisional admission and had paid acceptance fee, but failed to pay school fees for two consecutive sessions will have his/her studentship terminated. Such candidate will have to re-apply.

Programme delivery mode

The programme is designed to meet the needs of students through lectures, seminars, workshops, individual and group works and other means as specified by the Center for Governance and Business Technology.

Programme lecture day and time

The OAUSTECH MPA programme lectures will be within week days (Mondays to Fridays) and/or weekends.

Registration

All candidates shall complete their registration formalities at the beginning of each academic session in line with the University regulations. Candidates shall be required to take an approved combination of 800 level courses. A student must register for a minimum of 47 units for the 3 semesters, 35 units of compulsory courses, 6 units of elective courses and a dissertation (6 units). It is mandatory for every student to register for all the courses labeled compulsory (C) and the minimum number of Elective (E) courses prescribed by the Centre. Students shall normally complete registration for courses for the semester not later than two weeks after the start of the semester.

Graduation requirements

Courses shall be examined within the semester they are taught. Candidates shall be credited with the number of course units assigned to the course they have passed. To graduate, candidates enrolled are required to satisfactorily complete a minimum of 47 course units, including a dissertation. Candidates are required to enroll for 35 compulsory units, at least 6 elective units (2 elective courses) and dissertation (6 units). Each candidate is to have a minimum pass grade of 50% in all the courses. A research project is to be carried out by each candidate and an acceptable dissertation submitted to the Center for Governance and Business Technology, School of postgraduate studies.

Course	Units
Twelve core courses	35
Two elective courses (3 credit units each)	6
Dissertation	6
Total	47 Units

Examination and grading system

1. Every course shall be examined at the end of the semester in which it is offered.
2. There shall be continuous assessment during the semester comprising of test, term papers and other acceptable methods of assessment.
3. The total score for every course shall be based on maximum of 100% (examination is 60% and the continuous assessment shall be 40%). The minimum pass mark for all courses offered in the Postgraduate Programme is 50%.
4. The marks obtained in every course at the end of the semester shall be graded as shown below;

Score (%)	Letter Grade	Grade Definitions	Grade Point	Remarks
70 - 100	A	Excellent	5	Demonstrate excellent understanding of the subject matters
60 - 69	B	Very Good	4	Demonstrate a very good understanding of the subject matters, though missing some of the points
50 - 59	C	Good	3	Demonstrate an adequate understanding of the core of the subject matters
Below 50	F	Fail	0	Demonstrate a wrong understanding of the subject matter

External examiners

The external examiner system shall be used for the programme to assess the courses and projects, and to certify the overall performance of the graduating students.

Areas of specialization

1. Public policy management
2. Higher education administration
3. Local government administration
4. Public personnel management
5. Hospital administration

COURSE STRUCTURE FOR MPA PROGRAMME

FIRST SEMESTER

Course code	Course title	Credit units	Status
MPA 801	Research Methodology	3	C
MPA 803	Quantitative Methods	3	C
MPA 805	Public Policy Analysis	3	C
MPA 807	Organizational Theory and Behaviour	3	C
MPA 847	Business Ethics	2	C
	Elective Courses (Choose One)		
MPA 813	Performance Measurement and Management	3	E
MPA 815	E-Government in the Public Sector/Electronic Governance and administration	3	E
MPA 817	Local Government and Rural Development	3	E
MPA 819	Introduction to higher education administration	3	E
MPA 821	Introduction to hospital planning	3	E
	Total	17	

SECOND SEMESTER

Course code	Course Title	Unit	Status
MPA 802	Development Administration	3	C
MPA 804	Comparative Public Administration	3	C
MPA 806	Administrative Law	3	C
MPA 808	Local Government Administration	3	C
	Elective Course (Choose One)		
MPA 810	Urban and Regional Planning	3	E
MPA 814	Development Planning, Project Preparation and Implementation	3	E
MPA 816	International Administration	3	E
MPA 818	Advanced Nigerian and Comparative Local Government	3	E
MPA 820	Current Issues in Higher Education	3	E
MPA 822	Management of Healthcare Organizations	3	E
	Total	15	

THIRD SEMESTER

Course code	Course Title	Unit	Status
MPA 800	Dissertation	6	C
MPA 809	Public Financial Management	3	C
MPA 811	Public Personnel Management	3	C
MPA 812	Intergovernmental Relations	3	C
	Total	15	

COURSE DESCRIPTION

MPA 800 – Dissertation (6 Credits)

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

MPA 801 – Research Methodology (3 Units)

This consist of all aspects of the research design, the units of analysis, the multivariate techniques, and the manner in which time and processional change is conceptualized and measured. The multivariate techniques sampling techniques, simple correlative and other measure of association, analysis of variance, multiple regressions and path analysis, basic probability and normal distribution will be thought. Generally, the research design will cover areas such as cross-sectional model, a lagged cross-sectional model and a time series analysis, parametric and non-parametric statistics. All other methods of empirical research with qualitative inclination will also be considered.

MPA 802 – Development Administration (3 Units)

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

MPA 803 – Quantitative Methods (3 Units)

Introduction to quantitative goals need in Public Administration including topics in set theory and functional analysis. Generally, this course is designed to give student in this programme basic quantitative statistical skill necessary for commutative of data collection at field work.

MPA 804 – Comparative Public Administration (3 Units)

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

MPA 805 – Public Policy Analysis (3 Units)

This course is designed to provide the student with the techniques for policy, formulation, implementation, evolution and analysis. The course examines the relationship between bureaucrats; technical experts interest groups and political executive in the policy process.

MPA 806 – Administration Law (3 Units)

The course examines the growth and characteristics of Administration Law, legal safeguard over administration, administrative authority and individual's liberty, the distinction between public administration and private action, personal liability of officers, including the scope and limitations of administrative power.

MPA 807 – Organization Theory and Behaviour (3 Units)

This course examines the nature of theory and reviews extant administrative theories cognate to the field of public Administration. Emphasis will be on classical, neoclassical and model theories. Theories from behavioural science as they apply to the understanding of the role of individual as a member of organizations; organization socialization upon members; organizational socialization, climate and effectiveness, power, authority and decision –making in groups.

MPA 808 – Local Government Administration (3 Units)

The nature, scope, significance and development of local government, evolution of local government system in Nigeria, Management problems in local government system in Nigeria, Management problems in local government, relationship between federal and state government service delivery, citizen participation and mobilization.

MPA 809 – Public Financial Management (3 Units)

This course exposes participants to the theoretical and practical realms within which governments strive to generate revenue for financing their development expenditure. Issue of major concern in the course include nature, scope and purpose of public finance; theories of state intervention in the economy, public good, allocative/distributive/stabilization functions, inter-governmental fiscal relations, aspects of nation policies covering: economic, borrowing debt, taxation, expenditure operating and accounting policies; contemporary public budgeting.

MPA 810 Urban and Regional Planning (3 Units)

This course introduces the students to the spatial aspects of the contemporary urban and regional units, their structural evolution overtime and the challenges they present to a national procedure of planning development. Particular emphasis is placed on the social, political and economic forces which lapse the land use arrangements of Nigeria and regional units.

MPA 811 Public Personnel Management (3 Units)

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

MPA 812 – Inter-governmental relations (IGR) (3 Units)

The principal objectives of this course are to acquaint students with the various conceptual models of federalism which helps to explain the nature and working of inter-governmental system. To examine the forces of changes and the factors which preserve federal system, types of conflict and cooperation between various levels of government, to explore the challenges of federal systems especially the problems of public finance, ethnicity, civil rights, urban governance, to study policy development and proposals for public management and the processes of federal policy implementation.

MPA 813 Performance Measurement and Management (3 Units)

The course examines the concept of sector performance, input per man hour, and unit costs. It considers the planning, implementation and evaluation of performance. It presents the human,

management, and workload factors negating performance and the major catalysts to improvement. The course considers the how to measure performance in federal, state and local authorities and their agencies.

MPA 814 Development Planning, Project Preparation and Implementation (3 Units)

This course examines the concept, models and types of plan, theories of planning, politics of planning, Programme planning and objectives and plan implementation. It further considers development plan experience in Nigeria, the procedure for planning and its implementation, and the essence of planning.

MPA 815 E-Governance in the Public Sector/Electronic Governance and Administration (3 Units)

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

MPA 816 International Administration (3 Units)

This course is designed for in-depth examination of the nature and functioning of international institutions (both universal and regional) special emphasis will be placed on the structure and management of these organisations. The concept of international civil service, administering, international organisations, structures, recruitment, career patterns, behavioural issues, etc. the role of the international Civil Service Commission, decision making in international organisations.

MPA 817: Local Government and Rural Development (3Units)

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

MPA 818: Advanced Nigerian and Comparative Local Government (3 Units)

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

MPA 819 Introduction to higher education administration 3 Units (E)

Functions and responsibilities of major administrative divisions of a college or university and to the major tasks of administration: planning, programming, budgeting, staffing, managing. Current issues facing higher education and introduction of students to the major journals of the field. Familiarization of students with one or more administrative offices on a college campus.

MPA 820 Current Issues in Higher Education 3 Units (E)

This course examines current issues in Nigerian higher education and provides an overview of the current status of higher education in terms of individual and institutional trends. It focuses on recent developments in theory, research, policy and practice related to prominent contemporary issues; facilitates the critical analysis of such issues; and provides a forum in which the most recent issues can be synthesized in a manner that promotes a greater understanding of the dynamic interactions between research (methods and theory) and application (policy and practice).

MPA 821: Introduction to hospital planning

Conception of idea, formation of hospital planning team, market survey, feasibility study, selection of location, Financial planning of hospitals, Macro level planning, Conception to commissioning-site development, equipment planning, facility planning (NABH), bed distribution, space allocation , interior designing and construction of building-commissioning, shake down period, documents required to established a hospital and authorities. Planning for the outpatient services, accident and emergency services, and day care services; Planning for patient care units - Inpatient services and intensive care units; Planning for surgical suites; Planning for labour and delivery suites - LDRP suites. Planning for laboratory service and blood banking; Planning for imageological services-x-rays, ultra sonography, MRI, CT-scan PET scan and other advances in imageological services. Planning for advanced facilities; Cardiac catheterization laboratory, various endoscopy units, Extra corporeal shock wave lithotripsy, radiotherapy unit, IVF unit, Dialysis unit. Planning for supportive services-medical gases, HVAC, housekeeping, CSSD, Food and beverages.

MPA 822: Management of Healthcare Organizations

Development of a framework for guiding management of an organization and development of a detailed understanding of the structure, function, and culture of healthcare delivery organizations. The course familiarizes students with the profession of healthcare administration. Organization awareness, Process management and organization design, Human resources management, Impact and influence, Analytical thinking, Process management and organizational design. Professionalism: organizational integrity, social accountability, community stewardship. Collaboration: Conducts work in a cooperative manner, Expresses positive attitudes and expectations of team or team members. Communication skills: Uses generally accepted English grammar, prepares effective written business cases or presentations, makes persuasive oral presentations.

MPA 847 Business Ethics 2 Units (C)

Businesses in a dynamic Society: framework of interconnectivity between society and business, role of business enterprise in economic Society, the socio-philosophical foundation of business. Evolution of business philosophies: various philosophies that underline business such as competition, social groups, acquisitiveness and private property. Ethical foundation of business:

ethical approaches to business; relativism, universalism, egoism, rights, contemporary ethics, virtues ethics, feminism, post-modernism, utilitarianism, consequentialism, ethics of duties. Ethical practices in business: dimension of ethical problems in business, core ethical-grey areas in business functional areas: production, marketing, finance, personnel etc. Corporate social responsibility: meaning and nature of corporate social responsibility, the concept of corporate citizenship either through the limited view (corporate philanthropy) equivalent view (CSR) extended view (pro-active social roles), why business has corporate responsibilities. Ethical problems in business: problem of conflict of interest, discuss value moral judgements in business decisions. Business ethics management, ethical values, business ethical training, auditing, reporting and accounting. Case study analysis.