



**NATIONAL BOARD FOR TECHNICAL  
EDUCATION (NBTE)**

**COURSE MATERIAL**

**FOR**

**Course Code & Title: PAD 111 - ELEMENTS  
OF PUBLIC ADMINISTRATION**

**Programme: NATIONAL DIPLOMA IN PUBLIC  
ADMINISTRATION**

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First published 2021 in Nigeria.

ISBN: XXXXXXXXXXXX

Published and printed in Nigeria by:

Gamji Press & Publishers Ltd,  
Kaduna, Nigeria.

Tel: +234 XXXXXXXXXXXXXXXX

E-mail: XXXXXXXXXXXXXXXX

## **COURSE WRITERS/DEVELOPMENT TEAM**

<b>Subject Matter Expert</b>	Halimatu Kamal Bello
<b>Subject Matter Reviewer</b>	Dr. Akume T. Albert
<b>Language Reviewer</b>	Hajara B.K Mohammed
<b>Instructional Designer</b>	Dr. Fatima Kabir
<b>Graphics Designers</b>	Jabir Jibril Abdulkadir Abubakar Balarabe Ibrahim Umar Shuaibu
<b>Editor</b>	Dr. Fatima Shehu Kabir Dr. Ajoge Naseer Sanni

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# **COURSE STUDY GUIDE**

## **Course information**

**Programme:** National Diploma in Public Administration

**Course Code:** PAD 111

**Course Title:** Elements of Public Administration

**Credit Units:** 3 Credit Units

**Year of Study:** First Session: First Semester

## **Course introduction and description**

This course, Elements of Public Administration, is intended to provide you with an introduction to basic principles of Public Administration and how these principles are translated into administrative practices at the organisational and governmental levels in Nigeria. It will enable you to explore the historical development of public administration to gain an insight into past antecedents and events that shaped the context of the study.

This course will enable you to get a clear understanding of similarities and difference between business and public administration as a field of practice. It will further expose you knowing the environmental factors that influence the practice of the discipline as an attempt to equip you with the knowledge of its existence and how to be guided against its negative influence.

We shall also be examining the basic principles of personnel practice as this will equip you on how to direct, organise and coordinate human resources in both public and private institution. It is also important to know the various forms of controls in administration to limit the exposure of specific environmental hazards to its practice. Also, you will be exposed to the principles of bureaucracy to promote administrative efficiency and to know how it works in Nigerian public institutions helping large number of people work together to achieve organisational goals and objectives.

In addition, you will get to know the various administrative reforms in Nigeria as an essential strategy of change to make public institution function better and improve delivery of services to the society. Finally, you will learn about the indigenisation policy in Nigeria

to have an understanding of the need to encourage indigenes to participate in the economic affairs of Nigeria

### **Course prerequisites**

You are required to have the following to be qualified for this course.

- i. 5 credits in "O" level certificate
- ii. Satisfactory level of English proficiency
- iii. Basic Computer Operations proficiency
- iv. Online interaction proficiency
- v. Web 2.0 and Social media interactive skills

### **Course Objectives and Learning outcomes**

After studying this course, you should be able to:

- a. Develop the skills to apply the principles of public administration in workplaces
- b. Evaluate the historical development of public administration
- c. Explain the responsibilities of Chief Executive Officer (CEO)
- d. Identify the similarities and differences between public and business administration
- e. Describe some environmental factors that influence public administration
- f. Discuss the basic personnel practices in public institutions
- g. Highlights the various types of controls on administration
- h. Apply the principles of bureaucracy to enhance efficiency in governmental institutions
- i. State the relevance of administrative reforms as change agents to drive efficiency in public institutions
- j. Explain the importance of the indigenization policy in developing the Nigerian economy

***Please Contact NBTE for the Complete Courseware***