



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

COURSE MATERIAL

FOR

**Course Code & Title: PAD 112 THEORIES OF
ADMINISTRATION**

**Programme: NATIONAL DIPLOMA IN PUBLIC
ADMINISTRATION**

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COURSE STUDY GUIDE

i. COURSE INFORMATION

Course Code: PAD 112

Course Title: Theories of Administration

Credit Units: 3 Credit Units

Year of Study: First Semester:

Semester: First Semester

ii. COURSE INTRODUCTION AND DESCRIPTION

Introduction

The course “Theories of Administration” is a first semester course for you (students) that are offering ND in Public Administration. This course is designed to make you understand issues related to how to ensure optimum utilisation of human and material resources and the general principles guiding the affairs of organisation. Equally and specifically, important issues relating to leadership, communication, motivation, and other fundamentals of administration are also introduced in order to expose you and broaden your understanding on the subject matter.

Course Description

The aim of this course on Theories of Administration is to explore and explain basic fundamentals of administration in organisations. This is done to broaden your knowledge on the issues of organization, leadership, communication and so forth. During this course you will learn about different aspects and theories related to administration.

iii. 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

iv. COURSE OUTCOMES

After studying this course, you should be able to:

1. Identify the basic concepts in government and politic
2. Outline the functions of government.
3. State the different forms and systems of government.
4. Differentiate between the constitutions and their features
5. Evaluate party and electoral system in Nigeria
6. Discuss the role of military in government
7. Assess of the pre colonial and colonial political systems in Nigeria
8. Explain the constitutional development in Nigeria.
9. Evaluate the international organisations.

v. COURSE LEARNING RESOURCES

Textbooks

- a. Adamolekun, L. (ed.) (2002), *Public Administration in Africa*, Ibadan: Spectrum Books.
- b. Albers, H.U. (1973), *Principles of Management: A Modern Approach*, Paris: Wiley international edition.
- c. Anifowose, R. and F. Enemu, (eds.) (1999), *Elements of Politics*, Lagos: Malthouse Press.
- d. Ashiru, A.T. (2001), *Management Theory: An introductory Approach*, Ibadan: Rasmed Publications Ltd.
- e. Lawan M. M. (ed) (2018). *Reflections on Democratic Governance in Nigeria*. Kano: Hallmark Publishing Nigeria Ltd.
- f. Lawan, M, M, Ismail, A. A. and Dukku, A.M (ed0 (2015): *Democracy and Governance in Nigeria: Challenges and Prospects*. Kano, BayeroUnviversity.
- g. Mohammed H. (ed). (2017). *The Pattern and Dynamics of Party Politics in Nigeria's Fourth Republic 1999-2015*. Kano, Bayero University, Kano.
- h. *Public Service Rules in Nigeria*. Revise 2018 Edition.
- i. Sharma, M.P, Sadana, B.L. and Harpreet Kaur (2004). {*Public Administration in Theory and Practice*. Kitab Mahal Publishing.

- j. Ujo, A. (2006): Understanding Public Administration in Nigeria, University Press Ibadan.

vi. ACTIVITIES TO MEET COURSE OBJECTIVES

The Course Material is written in a simple, clear and concise manner that will assist and enable you to understand this course very well. Theories of Administration are an area where many people want to study because it is multidisciplinary in nature and it cut across so many disciplines. Relevant sites and standard references have been provided for you. There is going to be a lot of chatting and online interaction in this class through WhatsApp, Facebook and Instagram. There will be individual assignments and group assignments.

All assignments are due at the times slated. No late assignment will be entertained or accepted from you and hence, be very serious with your study. Completion and timely submission of assignments will also serve as part of your assessment. You are expected to read this course material thoroughly and understand very well. You are also expected to have software applications on your mobile phones like WhatsApp, Facebook and Instagram, a working email address and a phone number so that you can chats, interact and share ideas with each other. Please do not hesitate to contact me through my email addresses, phone numbers and social media platforms. I will like you to succeed in this class and also in your future endeavour. Thank you and God bless.

vii. TIME (TO COMPLETE SYLABUS/COURSE)

Duration of tutoring is 13 Weeks and you shall be expected to put in a minimum of 2-hour study time weekly.

viii. GRADING CRITERIA AND SCALE

Grading Criteria

Grades will be based on the following:

Individual assignments/test (CA 1,2 etc.)	20%
Group assignments (GCA 1, 2 etc.)	10%
Discussions/Quizzes/Out of class engagements etc.	10%

TOTAL**100%****Grading Scale:**

A = 70-100

B = 60 – 69

C = 50 - 59

F = 0-4

Feedback*Courseware based:*

1. In-text questions and answers (answers preceding references)
2. Self-assessment questions and answers (answers preceding references)

Tutor based:

1. Discussion Forum tutor input
2. Graded Continuous assessments

Student based:

1. Online programme assessment (administration, learning resource, deployment, and assessment).

Please Contact NBTE for the Complete Courseware