

**BACHELOR OF PUBLIC ADMINISTRATION (BPA)  
LIST OF COURSES**

<b>Course Number</b>	<b>DESCRIPTION</b>	<b>Prerequisites Number of Units</b>
PA 11	<b>Introduction to Public Administration.</b> Understanding of the language & basic concepts of public administration & its development as a field of study.	None 3 units
PA 108	<b>Philippine Administrative Thought &amp; Institutions.</b> Theories & ideas underlying the Philippine administrative system; the general structure of the Philippine bureaucracy; its principal operating features, including the personnel system, the financial system, the processes of policy-making, national-local relations, & major problem areas.	PA 11 POLSC 11/COI 3 units
PA 111	<b>Management of Organizations.</b> Understanding the major theories & practices of organization & management, & their relevance to the Philippines.	PA 11 3 units
PA 113	<b>Office &amp; Systems Management.</b> The management of a government office, with emphasis on records & property management, systems improvement, modern office equipment & the design & implementation of management information systems.	PA 111/COI 3 units
PA 121	<b>Public Personnel Administration.</b> Survey of developments & current trends in personnel management. An introduction to basic personnel techniques, such as position classification & selection.	PA 11 3 units
PA 122	<b>Techniques in Personnel Management.</b> Techniques in personnel management at the agency level.	PA 121 3 units
PA 131	<b>Public Fiscal Administration.</b> The organization & procedure of efficient fiscal management including tax administration, expenditure control, auditing, purchasing, & debt administration.	PA 11 3 units
PA 132	<b>Public Accounting &amp; Budgeting.</b> Budgeting & accounting for the government service.	PA 131 3 units
PA 141	<b>Public Policy &amp; Program Administration.</b> Public policy formulation & implementation; administration & evaluation of public programs.	PA 11 3 units
PA 142	<b>Tools for Policy Analysis.</b> Principles, concepts & techniques for systematic analysis & decision-making in public policy & management.	PA 141 3 units
PA 143	<b>Program &amp; Project Development &amp; Management.</b> Concepts, methods & processes in planning, implementing, monitoring & evaluating programs & projects.	PA 141 3 units
PA 146	<b>Administrative Law.</b> An examination of basic principles of law which the administrator should be familiar; judicial enforcement of administrative decisions, & legal remedies against administrative action.	PA 11 POLSC 11 3 units
PA 151	<b>Local Government &amp; Regional Administration.</b> The administrative organizations & operations of local governments; the structure & processes of regional administration.	PA 11 3 units
PA 160	<b>Politics &amp; Administration.</b> Consideration of political goals of the nation, including nation building, legitimacy & other issues of political development, the role of the bureaucracy in their attainment, reciprocal influence of politics & administration.	PA 108 POLSC 11 3 units
PA 161	<b>Ethics &amp; Accountability in the Public Service.</b> Ethical questions & behavior in the public service & issue of administrative accountability.	3 units
PA 172	<b>Public Administration &amp; the Economic System.</b> Consideration of the economic role of government; principal forms of governmental intervention in the economy; & the role of public administrators in the implementation of economic policies.	PA 11 Econ 11 3 units
PA 181	<b>Internship in governmental Administration.</b> Practical experience in government offices under the supervision of a faculty member of the College.	12 units of PA 3 units
PA 191	<b>Special Topics in Public Administration.</b>	PA 111; PA 121; PA 131 3 units
PA 198	<b>Special Problem in Public Administration.</b>	3 units
PA 199.1	<b>Research Methods in Public Administration I.</b> Introduction to research design, documentation, analysis & other research methods in public administration, & the use of computers in data processing & analysis.	Math 101 3 units
PA 199.2	<b>Research Methods in Public Administration II.</b> The conduct of research through the administration of data gathering instrument, analysis of data collected & the writing of a research report.	PA 199.1 3 units