

BACHELOR OF PUBLIC ADMINISTRATION 2018

Effective 1st semester, AY 2018-2019

DESCRIPTION OF COURSES

Course No	Course Title and Description	Units	Course No	Description	Units
PA 101 (PA 11)	Introduction to Public Administration <i>Evolution of Public Administration (PA) theories, principles, philosophies, models and values, and PA's role in development.</i> <i>Prerequisite: None</i>	3	PA 102 (PA 108)	Philippine Administrative Thought and Institutions <i>Theories and concepts underlying the Philippine Administrative System (PAS); its historical development, organizational structure, functions, operations and roles in national development; its subsystems, ethos, processes challenges and issues, and the contexts where it operates.</i> <i>Prerequisite: PA 101</i>	3
PA 103 (New)	Public Administration and Global and Regional Development Institutions <i>Policies, practices and processes of global and regional development institutions and their roles in supranational administration, governance and development</i> <i>Prerequisite: PA 101</i>	3	PA 104 (PA 172)	Public Administration and the Economic System <i>The role of public administration in economic development</i> <i>Prerequisite: PA 101</i>	3
PA 105 (PA 146)	Administrative Law <i>Legal framework in the administration of public agencies</i> <i>Prerequisite: PA 101</i>	3	PA 106 (PA 162)	Citizenship and Governance <i>Citizenship and citizen-state relations in governance</i> <i>Prerequisite: PA 101</i>	3
PA 107 (PA 161)	Ethics and Accountability in the Public Service <i>Ethical questions and behavior in the public service and the issue of administrative accountability</i> <i>Prerequisite: None</i>	3	PA 108 (PA 160)	Politics and Administration <i>Reciprocal relations of politics and administration and their roles in nation building and development</i> <i>Prerequisite: PA 102, POLSC 11</i>	3
PA 111	Management of Organizations <i>Understanding the major theories and practices of organization and management, and their relevance to the Philippines</i> <i>Prerequisite: PA 101</i>	3	PA 112 (New)	Information and Communication Technology (ICT) and Knowledge Management (KM) in the Public Sector <i>Information society and the role and challenges of ICT and KM in development</i> <i>Prerequisite: PA 111</i>	3
PA 113	Office and Systems Management <i>The management of a government office, with emphasis on records and property management, systems improvement, modern office equipment and the design and implementation of a management information system</i> <i>Prerequisite: PA 111/COI</i>	3	PA 121	Human Resource Management in the Public Sector <i>Theoretical foundations, development and current trends in human resource management, with special emphasis on the civil service</i> <i>Prerequisite: PA 101</i>	3

PA 124 (New)	Leadership in the Public Sector <i>Fundamental leadership theories, concepts, tools, and exemplars in the public sector</i>	3
	<i>Prerequisite: PA 121</i>	
PA 132	Public Accounting and Budgeting <i>Budgeting and accounting for the government service</i>	3
	<i>Prerequisite: PA 131</i>	
PA 142	Tools for Policy Analysis <i>Principles, concepts and techniques for systematic analysis and decision-making in public policy and management</i>	3
	<i>Prerequisite: PA 141</i>	
PA 151	Local Government and Regional Administration <i>The administrative organizations and operations of local governments; the structure and processes of regional administration</i>	3
	<i>Prerequisite: PA 101</i>	
PA 181	Internship in Governmental Administration <i>Practical experience in government offices under the supervision of a faculty member of the college</i>	6
	<i>Prerequisite: Completed at least 105 units</i>	
PA 199.1	Research Methods in Public Administration I <i>Introduction to research design, documentation, analysis and other research methods in public administration, and the use of computers in data processing and analysis</i>	3
	<i>Prerequisite: Stat 101</i>	

PA 131	Public Fiscal Administration <i>The organization and procedure of efficient fiscal management including tax administration, expenditure control, auditing, purchasing, and debt administration</i>	3
	<i>Prerequisite: PA 101</i>	
PA 141	Public Policy and Program Administration <i>Public policy formulation and implementation; administration and evaluation of public programs</i>	3
	<i>Prerequisite: PA 101</i>	
PA 143	Program and Project Development and Management <i>Concepts, methods and processes in planning, implementing, monitoring and evaluating programs and projects.</i>	3
	<i>Prerequisite: PA 141</i>	
PA 152 (New)	Urban and Metropolitan Governance <i>Fundamental theories and concepts, opportunities and challenges in the governance of urban and metropolitan regions</i>	3
	<i>Prerequisite: PA 151</i>	
PA 191	Special Topics in Public Administration	3
	<i>Prerequisite: None</i> <i>Course Stipulation: Third-year standing or have taken at least 15 units of PA courses; shall be taken twice provided that topics are different.</i>	
PA 199.2	Research Methods in Public Administration II <i>The conduct of research through the administration of data gathering instrument, analysis of data collected and the writing of research report</i>	3
	<i>Prerequisite: Stat 199.1</i>	