

**BACHELOR OF PUBLIC ADMINISTRATION 2018**

Effective 1<sup>st</sup> semester, AY 2018-2019

**DESCRIPTION OF COURSES**

Course No	Course Title and Description	Units	Course No	Description	Units
<b>PA 101</b> (PA 11)	<b>Introduction to Public Administration</b> <i>Evolution of Public Administration (PA) theories, principles, philosophies, models and values, and PA's role in development.</i>  <i>Prerequisite: None</i>	3	<b>PA 102</b> (PA 108)	<b>Philippine Administrative Thought and Institutions</b> <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
<b>PA 103</b> (New)	<b>Public Administration and Global and Regional Development Institutions</b> <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	<b>PA 104</b> (PA 172)	<b>Public Administration and the Economic System</b> <i>The role of public administration in economic development</i>  <i>Prerequisite: PA 101</i>	3
<b>PA 105</b> (PA 146)	<b>Administrative Law</b> <i>Legal framework in the administration of public agencies</i>  <i>Prerequisite: PA 101</i>	3	<b>PA 106</b> (PA 162)	<b>Citizenship and Governance</b> <i>Citizenship and citizen-state relations in governance</i>  <i>Prerequisite: PA 101</i>	3
<b>PA 107</b> (PA 161)	<b>Ethics and Accountability in the Public Service</b> <i>Ethical questions and behavior in the public service and the issue of administrative accountability</i>  <i>Prerequisite: None</i>	3	<b>PA 108</b> (PA 160)	<b>Politics and Administration</b> <i>Reciprocal relations of politics and administration and their roles in nation building and development</i>  <i>Prerequisite: PA 102, POLSC 11</i>	3
<b>PA 111</b>	<b>Management of Organizations</b> <i>Understanding the major theories and practices of organization and management, and their relevance to the Philippines</i>  <i>Prerequisite: PA 101</i>	3	<b>PA 112</b> (New)	<b>Information and Communication Technology (ICT) and Knowledge Management (KM) in the Public Sector</b> <i>Information society and the role and challenges of ICT and KM in development</i>  <i>Prerequisite: PA 111</i>	3
<b>PA 113</b>	<b>Office and Systems Management</b> <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	<b>PA 121</b>	<b>Human Resource Management in the Public Sector</b> <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

<b>PA 124</b> (New)	<b>Leadership in the Public Sector</b> <i>Fundamental leadership theories, concepts, tools, and exemplars in the public sector</i>  <i>Prerequisite: PA 121</i>	3	<b>PA 131</b>	<b>Public Fiscal Administration</b> <i>The organization and procedure of efficient fiscal management including tax administration, expenditure control, auditing, purchasing, and debt administration</i>  <i>Prerequisite: PA 101</i>	3
<b>PA 132</b>	<b>Public Accounting and Budgeting</b> <i>Budgeting and accounting for the government service</i>  <i>Prerequisite: PA 131</i>	3	<b>PA 141</b>	<b>Public Policy and Program Administration</b> <i>Public policy formulation and implementation; administration and evaluation of public programs</i>  <i>Prerequisite: PA 101</i>	3
<b>PA 142</b>	<b>Tools for Policy Analysis</b> <i>Principles, concepts and techniques for systematic analysis and decision-making in public policy and management</i>  <i>Prerequisite: PA 141</i>	3	<b>PA 143</b>	<b>Program and Project Development and Management</b> <i>Concepts, methods and processes in planning, implementing, monitoring and evaluating programs and projects.</i>  <i>Prerequisite: PA 141</i>	3
<b>PA 151</b>	<b>Local Government and Regional Administration</b> <i>The administrative organizations and operations of local governments; the structure and processes of regional administration</i>  <i>Prerequisite: PA 101</i>	3	<b>PA 152</b> (New)	<b>Urban and Metropolitan Governance</b> <i>Fundamental theories and concepts, opportunities and challenges in the governance of urban and metropolitan regions</i>  <i>Prerequisite: PA 151</i>	3
<b>PA 181</b>	<b>Internship in Governmental Administration</b> <i>Practical experience in government offices under the supervision of a faculty member of the college</i>  <i>Prerequisite: Completed at least 105 units</i>	6	<b>PA 191</b>	<b>Special Topics in Public Administration</b>   <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>	3
<b>PA 199.1</b>	<b>Research Methods in Public Administration I</b> <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>  <i>Prerequisite: Stat 101</i>	3	<b>PA 199.2</b>	<b>Research Methods in Public Administration II</b> <i>The conduct of research through the administration of data gathering instrument, analysis of data collected and the writing of research report</i>  <i>Prerequisite: PA 199.1</i>	3