DEPARTMENT OF PUBLIC ADMINISTRATION
BACHELOR OF SCIENCE IN PUBLIC ADMINISTRATION

Program Description

The B.Sc. Public Administration degree program provides an academic background for individuals pursuing a career in both government and non-governmental organizations. The students are expected to acquire thorough knowledge of the mechanics of government and how it achieves its objectives. The course strives to teach students the various theories of administration and its applied circumstances.

Program Objectives

The program aims to provide students with an understanding of the extensive role of government in modern society with particular reference to the following:

- The relationship between the public sector and the wider society;
- The process of public policy-making and public management;
- Trends and development in Liberia, Africa, and Western society including the process of African integration;
- Prepare students for entry level position in government; and
- Provide students with the educational pre-requisites for graduate study.

Students Learning Outcomes

Students are able to:

- Demonstrate knowledge of the principles of Public Administration so as to be in readiness for the administering of services in governmental affairs.
- Administer Public Administration theories and principles appropriately.
- Demonstrate competency in managing and applying Public administration principles and strategies to various conditions of public service.

Course Requirements

Candidates enrolling for the Bachelor of Science (B.Sc.) degree program in Public Administration at Tubman University are expected to successfully complete the below course requirements to be qualified for graduation.

- TU General Education Courses (18) 52 credits
- College Specific Required courses (7) 21 credits
- Elective Courses. (at least 2) 6 credits
- Professional courses (18) 57 credits
- Total 136 credits
Core Requirements:

- College Algebra, Trigonometry and Geometry
- Finite Mathematics
- Communication Arts I & II
- Technical Writing III
- Phonetics and Public Speaking
- Introduction to Liberian Society
- Liberian History and Geography
- African and World History & Western Civilization
- Introduction to Psychology
- General Biology
- Principles of Chemistry
- Computer Literacy I & II
- Introduction to Foreign Language I & II
- Physical Fitness I & II
- Principles of Accounting I & II
- Principles of Economics I & II
- Quantitative Techniques to Business and Economics Analysis
- Principles of Management
- Introduction to Public Administration

Concentration requirements:

- PADM 307: Administrative Theory & Practice
- PADM 311: Government Budgetary Process
- PADM 317: Organizational Communication
- BFN 301: Financial Management
- ECON 313 & 314: Statistics for Business and Economics I & II
- PADM 304: Development Planning
- PADM 306: Administration Law and Practice
- PADM 308: Public Organization Structure & Behavior
- ECON 308: Research Methodology
- PADM 401: Comparative Public Administration
- PADM 403: Public Personnel Administration
- PADM 405: Public Finance Administration
- PADM 417: Public Policy Process
- PADM 402: Rural Development Planning & Administration
- PADM 404: Community Development
- PADM 420: Issues in Liberian and African Development
- PADM 408: Local Government Administration
- PADM 430: Thesis Research
Electives

- ACCT 301 & 302: Intermediate Accounting I & II
- ACCT 303 & 304: Cost Accounting I & II
- ECON 311: Money, Banking and Monetary Theory
- ECON 301 & 303: Intermediate Microeconomic Analysis I & II
- ECON 303 & 304: Intermediate Macroeconomic Analysis I & II
- ECON 315: Managerial Economics
- BFN 303: Investment Theory and Analysis
- MGT 301: Organizational Behavior
- MGT 307 & 308: Principles of Business Law I & II
- MGT 302: Human Resource Management
- MGT 304: Marketing Management
- BUS 314: Operation Research
- ACCT 314: Managerial Accounting
- MGT 306: Introduction to Electronic Data Processing
- ACCT 401 & 402: Advanced Accounting I & II
- ACCT 403 & 404: Auditing I & II
- ECON 401 & 402: Advanced Microeconomic Analysis I & II
- ECON 403 & 404: Advanced Macroeconomic Analysis I
- BUS 407: Production & Operation Management
- BUS 405: Marketing Management
- BUS 401: Business Policy and Strategy
- BUS 409: Advertising & Sales Promotion
- BUS 413: Retail Management
- BUS 411: Entrepreneurship and Small Business MGT
- ECON 417: Taxation and Public Finance
- MGT 408: Managerial Psychology
- MGT 410: Wages & Salary Administration
- BFN 404: Advanced Corporate Finance
- BUS 402: Marketing Research
- BUS 408: International Marketing
- BUS 420: Purchasing Administration & Material MGT
- MGT 416: Project Management
## Curriculum Outline

### FIRST YEAR: General Education Courses

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## THIRD YEAR: PUBLIC ADMINISTRATION

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<td>Public Organizational structure &amp; Behavior</td>
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## FOURTH YEAR: PUBLIC ADMINISTRATION

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<td>408</td>
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Course Descriptions

**PADM 201 - Introduction to Political Science**

The course is designed to familiarize the students with some of the concepts, contents and method of analysis currently in use in the Political Science and other social science disciplines. The main learning areas covered include a global view of political beliefs, actions and systems as well as specific view of public problems, political institutions and policy making. Prerequisite: Sophomore standing.

**PADM 202 - Introduction to Public Administration**

This course will focus primarily on the functional aspects of the three branches of government, a general introduction to the science and art of public administration, the elements, functions and processes of public administration, simple decision making models, financial and personnel administration, organizational theories and leadership concepts. It also underscores the principles of public administration in respect to accomplishing public goals, public service and the community. The course will evaluate public administration as academic discipline, analyzing the respective schools of thought, organizational charts and hierarchies, civil servants, spoil and merit systems. Prerequisite: sophomore standing.

**PADM 304 - Development Planning and Administration**

This course focuses on the nature, objective and functions of development planning and administration in the third world, with special reference to Liberia. The course included the rising role of social-economic planning models, implementation and coordination of comprehensive national, inter-regional and sectorial development programs including the mobilization and allocation of human and financial resources. It will also explore the functional aspects of rural, urban, and regional community development. Prerequisite: PADM 202 & ECON 202.

**PADM 307 - Administrative Theory and Practice**

Students will exhibit knowledge and understanding of the administrative behavior, theories and practice. Topics covered social, psychological and behavioral theories of organization; concepts of administrative leadership organization and the individual; emphasis on the use of legal and administrative power in government and public organizations, ecological constraints and the styles used in the exercises of social, legal and administrative power. Prerequisite: PADM 202.

**PADM 308 - Public Organizational Structure and Behavior**

The course enable Students articulate a thorough knowledge of public organizational structure, identify key concepts central to organizing and changing public agencies for social needs. The concepts are traced from the historical development of contemporary theories, and projection of trends in the public agencies. Bureaucratic theory underlying contemporary organizational assumptions of man will also be explored. Prerequisite: PADM 202.
**PADM 317 - Organizational Communication**  
3 credits

The course is organized in three sections: a) communication and the organization, b) introduction to basic communication models and c) cybernetic and intra organizational communication processes and problems. This will cover verbal, written, implied, behavioral electronic informal and interpersonal forms of organization communication. Prerequisite: PADM 202.

**PADM 401 - Comparative Public Administration**  
3 credits

The course is intended to help students demonstrate proficiency in administration management. A comparison will be made between the administrative systems of industrial nations and those of the underdeveloped world alongside the political and ecological landscape styles of these two separate worlds. Prerequisite: Senior standing.

**PADM 402 - Rural Development Administration**  
3 credits

The course is the study of the Liberian Government and its socio-economic development policy objectives and programs as it relates to the rural areas in Liberia. Emphasis will be placed on the government’s decentralization policy and the evaluation of rural/culture systems, planning and development of communities. Prerequisite: Senior standing.

**PADM 403 - Public Personnel Administration**  
3 credits

The course analyzes the personnel problems with emphasis on supervision and management of public and private employees and public organization in an age of change. Special emphasis will be made to the Liberian civil service agency and its function in recruitment, examination, selection position classification pay plan, grievances and complains and the retirement system. Prerequisite: Senior standing.

**PADM 405 - Public Financial Administration**  
3 credits

The course looks at management trends in public sector finance- administration, budgetary procedures and techniques, as well as control and monitoring systems with special reference to Liberia. Its analysis is primarily based on the Liberian Government budget as an instrument of economic and social policy and a tool for efficient financial management and coordination. Emphasis is also placed on the four basic phases of the Liberian budgetary process- executive preparation and budget to check on inflation, reverse trade recession, improve the balance of payments and distribute incomes. Furthermore, theories and social consequences of budget decision-making and practices of budgetary process at all levels of government are highlighted. Other critical topics explore include cash management, capital projects management, debt administration, disbursement, funds management and auditing. Prerequisite: Senior standing.
**PADM 417 - Public Policy Process**  
3 credits

The focus of this course is on the role of administrators in policy formulation, analysis and decision-making with special emphasis on the study of methods and techniques by which public policies are formulated, analyzed, implemented and evaluated. Prerequisite: Senior standing.

**PADM 420 - Issues in Liberian and African Development**  
3 credits

The course integrates the development studies and other related courses offered in other universities. It is cross-disciplinary in its approach and mainly concerns itself with the dynamites and problem which affect the development and modernization process of Liberia in particular and Africa in general. Prerequisite: senior standing.

**PADM 408 - Local Government Administration**  
3 credits

The course looks at the role of decentralized local government in the planning and political development of local communities. It will also discuss functions and relationship of various line ministries representatives in the counties with county superintendent and central offices/government. Prerequisite: senior standing.

**PADM 429 - Internship in Public Administration**  
3 credits

**PADM 430 - Project Writing**  
6 credits

Each student is required to conduct independent academic research in any area of interest in Public Administration but with approval from the assigned supervisor in partial fulfillment of the requirements for graduation but. Prerequisite: EC314.

**PADM 202 - Introduction to Public Administration**

This course will focus primarily on the functional aspects of the three branches of government, a general introduction to the science and art of public administration, the elements, functions and processes of public administration, simple decision making models, financial and personnel administration, organizational theories and leadership concepts. It also underscores the principles of public administration in respect to accomplishing public goals, public service and the community. The course will evaluate public administration as academic discipline, analyzing the respective schools of thought, organizational charts and hierarchies, civil servants, spoil and merit systems. Prerequisite: sophomore standing.

**PADM 304 - Development Planning and Administration**

This course focuses on the nature, objective and functions of development planning and administration in the third world, with special reference to Liberia. The course included the rising role of social-economic planning models, implementation and coordination of comprehensive national, inter-regional and sectorial development programs including the mobilization and allocation of human and financial resources. It will also explore the functional aspects of rural, urban, and regional community development. Prerequisite: PADM 202, Econ & 202.
**PADM 307 - Administrative Theory and Practice**

Students will exhibit knowledge and understanding of the administrative behavior, theories and practice. Topics covered social, psychological and behavioral theories of organization; concepts of administrative leadership organization and the individual; emphasis on the use of legal and administrative power in government and public organizations, ecological constraints and the styles used in the exercises of social, legal and administrative power. Prerequisite: PADM202.

**PADM 308 - Public Organizational Structure and Behavior**

The course enable Students articulate a thorough knowledge of public organizational structure, identify key concepts central to organizing and changing public agencies for social needs. The concepts are traced from the historical development of contemporary theories, and projection of trends in the public agencies. Bureaucratic theory underlying contemporary organizational assumptions of man will also be explored. Prerequisite: PADM 202.

**PADM 311 - Government Budgetary Process**

This course is primarily based on the Liberian Government budget as an instrument of economic and social policy and a tool for efficient financial management and coordination. Emphasis is on the four basic phases of the Liberian budgetary process- executive preparation and budget to check on inflation, reverse trade recession, improve the balance of payments and distribute incomes. Furthermore, theories and social consequences of budget decision-making and practices of budgetary process at all levels of government. Prerequisite: PADM 202.

**PADM 317 - Organizational Communication**

The course is organized in three sections: a) communication and the organization, b) introduction to basic communication models and c) cybernetic and intra organizational communication processes and problems. This will cover verbal, written, implied, behavioral electronic informal and interpersonal forms of organization communication. Prerequisite: PADM 202.

**PADM 401 - Comparative Public Administration**

The course is intended to help students demonstrate proficiency in administration management. A comparison will be made between the administrative systems of industrial nations and those of the underdeveloped world alongside the political and ecological landscape styles of these two separate worlds. Prerequisite: senior standing.

**PADM 403 - Public Personnel Administration**

The course analyzes the personnel problems with emphasis on supervision and management of public and private employees and public organization in an age of change. Special emphasis will be made to the Liberian civil service agency and its function in recruitment, examination, selection position classification pay plan, grievances and complains and the retirement system. Prerequisite: senior standing.
**PADM 405 - Public Financial Administration**

With reference to the Liberian Government current financial problems, this course looks at management trends in public sector finance, administration, budgetary procedures and techniques; control and monitoring systems. Topics include cash management, capital projects management, debt administration, disbursement, funds management and auditing. Prerequisite: Senior standing.

**PADM 417 - Public Policy Process**

The focus of this course is on the role of administrators in policy formulation, analysis and decision-making with special emphasis on the study of methods and techniques by which public policies are formulated, analyzed, implemented and evaluated. Prerequisite: Senior standing.

**PADM 402 - Rural Development Administration**

The course is the study of the Liberian Government and its socio-economic development policy objectives and programs as it relates to the rural areas in Liberia. Emphasis will be placed on the government’s decentralization policy and the evaluation of rural/culture systems, planning and development of communities. Prerequisite: Senior standing.

**PADM 420 - Issues in Liberian and African Development**

The course integrates the development studies and other related courses offered in other universities. It is cross-disciplinary in its approach and mainly concerns itself with the dynamites and problem which affect the development and modernization process of Liberia in particular and Africa in general. Prerequisite: senior standing.

**PADM 408 - Local Government Administration**

The course looks at the role of decentralized local government in the planning and political development of local communities. It will also discuss functions and relationship of various line ministries representatives in the counties with county superintendent and central offices/government. Prerequisite: senior standing.

**PADM 430 - Thesis Research**

Each student is required to conduct independent academic research in any area of interest in public finance but with approval from your assigned supervisor in partial fulfillment of the requirements for graduation but. Prerequisite: Econ 314.