

## **PROGRAMS**

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### **Bachelor of Public Administration (BPA)**

Academic Year 2018 – 2019

Reference CMOs: CMO No. 6, s.2010, CMO 4, s.2018 and CMO 20, s. 2013

#### **Curriculum Description**

The Bachelor of Public Administration program aims to develop public servants with the required knowledge, values and skills to serve as professionals in government and civil society.

#### **Program Objectives**

- To develop competencies needed to become effective and service-oriented public officers and employees;
- To keep abreast of the developments to cope with national and global challenges affecting Philippine public administration;
- To develop effective oral and written skills in communication and information technology in the fields of public governance, business and related industries;
- To inculcate professional, social and ethical values in the conduct of public service and business for nation building;
- To develop ability to work effectively and independently in multi-disciplinary and multi-cultural teams with appreciation of Filipino historical and cultural heritage;
- To produce researches on public administration and governance in order to participate in the generation of new knowledge or in research and development projects;
- To participate in community extension activities to promote cooperation in the development and provision of world-class public service and education capacity building to develop the full role of public administration and governance.

#### **Program Outcomes**

Students of the Bachelor of Public Administration should be able to:

1. Adequate knowledge and understanding of fundamentals of good governance;
2. High appreciation for the demands and challenges of public service;
3. High ethical values for public service, accountability, nationalism and sustainability;
4. Strong sense of duty to promote and protect public interest especially for the depressed and the marginalized communities;
5. Adequate skills in management including planning, implementation, monitoring and human, material and resource management for government and civil society organizations;
6. Adequate ability to engage in scientific research and national decision-making.

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**CURRICULUM**  
**Bachelor of Public Administration (BPA)**

Academic Year 2018 – 2019

Reference CMOs: CMO No. 6, s.2010, CMO 4, s.2018 and CMO 20, s. 2013

<b>FIRST YEAR</b>					
<b>FIRST SEMESTER</b>					
<b>Code</b>	<b>Course Title</b>	<b>Units</b>	<b>Lec</b>	<b>Lab</b>	<b>Prerequisite</b>
GEd 101	Understanding the Self	3	3	0	
GEd 106	Purposive Communication	3	3	0	
FILI 102	Filipino sa Iba't-ibang Disiplina	3	3	0	
PA 101	Introduction to Public Administration	3	3	0	
PA 102	Tools for Policy Analysis	3	3	0	
PE 101	Physical Fitness, Gymnastics and Aerobics	2	2	0	
NSTP 111	National Service Training Program 1	3	3	0	
<b>Total</b>		<b>20</b>	<b>20</b>		

<b>FIRST YEAR</b>					
<b>SECOND SEMESTER</b>					
<b>Code</b>	<b>Course Title</b>	<b>Units</b>	<b>Lec</b>	<b>Lab</b>	<b>Prerequisite</b>
GEd 102	Mathematics in the Modern World	3	3	0	
GEd 108	Art Appreciation	3	3	0	
GEd 105	Readings in Philippine History	3	3	0	
PA 103	Philippine Administrative Thoughts and Institutions	3	3	0	PA101
MGT 207	Human Behavior in Organization	3	3	0	
PE 102	Rhythmic Activities	2	2	0	PE 101
NSTP 121	National Service Training Program 2	3	3	0	NSTP 111
<b>Total</b>		<b>20</b>	<b>20</b>		

<b>SECOND YEAR</b>					
<b>FIRST SEMESTER</b>					
<b>Code</b>	<b>Course Title</b>	<b>Units</b>	<b>Lec</b>	<b>Lab</b>	<b>Prerequisite</b>
GEd 109	Science, Technology, and Society	3	3		
GEd 107	Ethics	3	3		
ECO 101	Basic Microeconomics	3	3		
PA 204	Knowledge Management and ICT for Public Service	3	3		PA 101
PA 205	Service Delivery System	3	3		PA 102
PA 206	Organization and Management	3	3		MGT112
PE 103	Individual and Dual Sports	2	2		PE 101
<b>Total</b>		<b>20</b>	<b>20</b>		

SECOND YEAR					
SECOND SEMESTER					
Code	Course Title	Units	Lec	Lab	Prerequisite
FILI 101	Kontekswalisadong Komunikasyon sa Filipino	3	3		
TAX 301	Income Taxation	3	3		
PA 207	Local and Regional Governance	3	3		PA 204 PA 205
PA 208	Ethics and Accountability in the Public Service	3	3		PA 101 PA 103
MGT 202	Good Governance and Social Responsibility	3	3		GEd 107 GEd 107
PA 209	Human Resources Management in Public Sector	3	3		PA 206
PE 104	Team Sports	2	2		PE 101
<b>Total</b>		<b>20</b>	<b>20</b>		

THIRD YEAR					
FIRST SEMESTER					
Code	Course Title	Units	Lec	Lab	Prerequisite
LITR 102	ASEAN Literature	3	3	0	
STAT 101	Fundamentals of Statistics	3	3	0	GEd 102
PA 310	Public Accounting and Budgeting	3	3	0	PA 208
PA 311	Public Fiscal Administration	3	3	0	PA 208
PA 312	Office and Systems Management	3	3	0	PA 204
PA 313	Administrative Law	3	3	0	PA 209
PA 314	Public Policy and Program Administration	3	3	0	PA 207
<b>Total</b>		<b>21</b>	<b>21</b>	<b>0</b>	

THIRD YEAR					
SECOND SEMESTER					
Code	Course Title	Units	Lec	Lab	Prerequisite
PA 315	Politics and Administration	3	3	0	PA 314
GEd 104	The Contemporary World	3	3	0	
PA 316	Leadership and Decision Making	3	3	0	PA 206
PA 317	Program and Project Development and Management	3	3	0	PA 314
PA 318	Research Methods Applied in Public Administration	3	3	0	STAT 101 PA 310 PA 311 PA 312 PA 313 PA 314
<b>Total</b>		<b>15</b>	<b>15</b>	<b>0</b>	

FOURTH YEAR					
FIRST SEMESTER					
Code	Course Title	Units	Lec	Lab	Prerequisite
PA 419	Public Administration Thesis Writing	3	3	0	PA 318
PA 420	Environmental Management	3	3	0	
PA 421	Governance and Development	3	3	0	PA 315
PA 422	Special Topics in Public Administration with Seminar	3	3	0	PA 315 PA 317
GEd 103	Life and Works of Rizal	3	3		
<b>Total</b>		<b>15</b>	<b>15</b>	<b>0</b>	

**FOURTH YEAR****SECOND SEMESTER**

<b>Code</b>	<b>Course Title</b>	<b>Units</b>	<b>Lec</b>	<b>Lab</b>	<b>Prerequisite</b>
PA 423	Practicum/ Work integrated Learning for Public Administration (500 hours)	6			Regular Standing
	<b>Total</b>	<b>6</b>	<b>0</b>	<b>0</b>	