

BACHELOR OF ARTS IN PUBLIC ADMINISTRATION (BAPA) PROGRAM

A. Introduction

The current BAPA program was instituted in 1986 to respond to the need to develop a pool of young administrators who have the competence, integrity, idealism and skills for the public service. The BAPA program is a four-year course intended to provide students with theoretical knowledge and practical skills in public management and instills in them the values of accountability, service and integrity. The program prepares students for career in the public service, both in government and nongovernment organizations.

The program has a total of 144 units. The combination of courses is intended to hone the students' competitive edge, harness their skills and provide them with highly relevant and up-to-date curriculum content.

Combination of BAPA Courses, AY 2002-2003

Courses	No. of Courses	No. of Units
General Education	15	45
PA Courses	20	60
Theory	3	9
Applied courses	7	21
Techniques/tools courses	5	15
Internship	2	6
Special topics course	1	3
Research methods courses	2	6
NON-PA Courses	13	39
TOTAL	48	144

B. The BAPA Curriculum Checklist

The BAPA curriculum checklist lists your GE courses by domain and PA courses spread out in eight semesters and one summer. The checklist should guide you in planning and sequencing your courses. Take note that all the GE courses, except one, should be taken during your first two years of stay in the College. Also, you must enroll in a PE course every semester during your first two years.

If you choose to enroll in MS-ROTC, you may do so even on your first year. If you decide to take the NST-CWTS, then you enroll in the course on your sophomore year.

The first PA course (PA 11) is taken on your first year, second semester. PA 181, the internship course, is taken only during summer by BAPA students of junior standing.

The BAPA curriculum checklist is found below. This is followed by a description of all the BAPA courses and their prerequisites.

**BACHELOR of ARTS in PUBLIC ADMINISTRATION (BAPA)
(Effective Beginning Academic Year 2002-2003)**

FIRST YEAR			Second Semester		
Course #	Course Title	Units	Course #	Course Title	Units
	GE Course (AH)	3		GE Course (AH)	3
	GE Course (SSP)	3		GE Course (SSP)	3
	GE Course (SSP)	3		GE Course (MST)	3
	GE Course (MST)	3		GE Course (MST)	3
	GE Course (MST)	3	PA 11	Intro to Public Administration	3
PE		(2)	Math 11	College Algebra	3
			PE		(2)
TOTAL		15	TOTAL		18

SECOND YEAR			Second Semester		
Course #	Course Title	Units	Course #	Course Title	Units
	GE Course (AH)	3		GE Course (AH)	3
	GE Course (AH)	3	Pol Sci 11	Intro to Political Science	3
	GE Course (SSP)	3	Psych 101	General Psychology	3
	GE Course (SSP)	3	Econ 11	Introductory Economics	3
Fil 25	Mga Ideya at Estilo	3	Acctg 1	Intro to Financial Accounting	3
Socio 11	Introduction to Sociology	3	PA 108	Phil Adm Thought & Institutions	3
PE		(2)	PE		(2)
MS/NST*		(3)	MS/NST*		(3)
TOTAL		18	TOTAL		18

THIRD YEAR			Second Semester		
Course #	Course Title	Units	Course #	Course Title	Units
PA 111	Mgmt of Organizations	3	PI 100	The Life & Works of Rizal	3
PA 121	Public Personnel Adm	3	PA 113	Office & Systems Mgmt	3
PA 131	Public Fiscal Adm	3	PA 132	Public Acctg & Budgeting	3
PA 141	Public Policy & Program Adm	3	PA 142	Tools for Policy Analysis	3
Stat 101	Elementary Statistics	3	PA 146	Administrative Law	3
Psych 108	Sikolohiyang Pilipino	3		Elective	3
TOTAL		18	TOTAL		18

Summer

PA 181**	Internship Governmental Organization	6
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FOURTH YEAR			Second Semester		
Course #	Course Title	Units	Course #	Course Title	Units
PA 122	Tech in Personnel Mgmt	3		GE Course (MST)	3
PA 143	Prog. & Proj Dev & Mgmt	3	PA 161	Ethics & Accountability in the Public Service	3
PA 191	Special Topics in Pub Ad	3	PA 199.2	Research Methods in PA II	3
PA 172	Public Ad & the Eco. System	3		Elective	3
PA 151	Local Gov't & Regional Adm	3		Elective	3
PA 199.1	Res Methods in PA 1	3			
TOTAL		18	TOTAL		15

TOTAL NUMBER OF UNITS: 144

RGEP Domains: AH = Arts and Humanities
 SSP = Social Sciences and Philosophy
 MST = Mathematics, Science and Technology

* If you choose to enroll in MS-ROTC, you may do so even on your first year. If you decide to take the NST-CWTS then you enroll in the course on your sophomore year.

**Taken by Junior BAPA students.

C. BAPA UNDERGRADUATE COURSES

The BAPA courses are listed and described below.

<p>PA 11 - INTRO TO PUBLIC ADMINISTRATION. Understanding of the language and basic concepts of public administration and its development as a field of study. Credit: 3 units.</p> <p>PA 108 - PHILIPPINE ADMINISTRATIVE THOUGHT AND INSTITUTIONS Theories and ideas underlying the Philippine administrative system; the general structure of the Philippine bureaucracy; its principal operating features, including the structure, the personnel system, the financial system, the processes of policy-making, national-local relations and major problems areas. Credit: 3 units. Prereq: PA 11, or consent of instructor.</p> <p>PA 111 - MANAGEMENT OF ORGANIZATIONS. Understanding the major theories and practices of organization and management, and their relevance to the Philippines. Prereq: PA 11; Cr: 3 units.</p> <p>PA 113 - OFFICE AND SYSTEMS MANAGEMENT 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. Prerequisites: PA 111. Credit: 3 units.</p> <p>PA 121 -PUBLIC PERSONNEL ADMINISTRATION Survey of developments and current trends in personnel management. An introduction to basic personnel techniques, such as position classification and selection. Prereq: PA 11; Cr: 3 units.</p> <p>PA 122 –TECHNIQUES IN PERSONNEL MANAGEMENT Techniques in personnel management at the agency level. Prereq: PA 11; Credit: 3 units.</p> <p>PA 131 - PUBLIC FISCAL ADMINISTRATION The organization and procedure of efficient fiscal management including tax administration, expenditure control, auditing, purchasing and debt administration. Prereq: PA 11; Credit: 3 units.</p> <p>PA 132 - PUBLIC ACCOUNTING AND BUDGETING Budgeting and accounting for the government service. Prerequisite: PA 131; Credit: 3 units.</p> <p>PA 141 - PUBLIC POLICY AND PROGRAM ADMINISTRATION Public policy formulation and implementation; administration and evaluation of public programs. Prereq: PA 11; Credit: 3 units.</p> <p>PA 142 - TOOLS FOR POLICY ANALYSIS. Principles, concepts and techniques for systematic analysis and decision - making in public policy and management. Prerequisite: PA 141; credit: 3 units.</p> <p>PA 143 - PROGRAM AND PROJECT DEVELOPMENT AND MANAGEMENT Concepts, methods and processes in planning, implementing, monitoring and evaluating programs and projects. Prerequisite: PA 141 (Credit: 3 units)</p>	<p>PA 146 - ADMINISTRATIVE LAW. An examination of basic principles of law with which the administrator should be familiar; judicial enforcement of administrative decisions and legal remedies against administrative action. Prereq: PA 11, Pol. Sc. 11; Credit: 3 units.</p> <p>PA 151 - LOCAL GOVERNMENT AND REGIONAL ADMINISTRATION The administrative organizations and operations of local governments; the structure and processes of regional administration. Prereq: PA 11; Cr: 3 units.</p> <p>PA 160 - POLITICS AND ADMINISTRATION. Consideration of political goals of the nation, including nation building, legitimacy and other issues of political development, the role of the bureaucracy in their attainment, reciprocal influence of politics and administration. Prerequisites: PA 108, Pol. Sc. 11. Credit: 3 units.</p> <p>PA 161 - ETHICS AND ACCOUNTABILITY IN THE PUBLIC SERVICE Ethical questions and behavior in the public service and the issue of administrative accountability. Credit: 3 units.</p> <p>PA 172 - PUBLIC ADMINISTRATION AND THE ECONOMIC SYSTEM Consideration of the economic role of government; principal forms of governmental intervention in the economy; and the role of public administration in the implementation of economic policies. Prerequisites: PA 11 and Econ 11. Credit: 3 units.</p> <p>PA 181 - INTERNSHIP IN GOVERNMENTAL ADMINISTRATION Practical experience in government offices under the supervision of a faculty member of the College. Prerequisites: the student must have 42 units or less of remaining courses; Credit: 6 units.</p> <p>PA 191 - SPECIAL TOPICS IN PUBLIC ADMINISTRATION. Prerequisites: PA 111, 121 or 131.</p> <p>PA 198 SPECIAL PROBLEMS IN PA. Credit 3 units.</p> <p>PA 199 - RESEARCH METHODS IN PUBLIC ADMINISTRATION Introduction to research design, documentation, analysis and other research methods in public administration, and the use of computers in data processing and analysis. Prerequisite: Stat 101. Credit: 3 units.</p> <p>PA 199.1 – RESEARCH METHODS IN PUBLIC ADMINISTRATION I Introduction to research design, documentation, analysis and other research methods in public administration, and the use of computers in data processing and analysis. Prerequisite: Stat 101. Credit: 3 units</p> <p>PA 199.2 – RESEARCH METHODS IN PUBLIC ADMINISTRATION II The conduct of research through the administration of a data gathering instrument, analysis of data collected and the writing of a research report. Prerequisite: PA 199.1. Credit: 3 units</p>
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D. Revitalized General Education Program (RGEP)

Take note also that all RGEP courses have no prerequisites, except for a few which require at least junior standing. The BAPA program requires 15 RGEP courses (or 45 units) divided equally between three domains:

- Arts and Humanities (AH), 15 units
- Social Sciences and Philosophy (SSP), 15 units, and
- Math, Science and Technology (MST), 15 units.

Remember the acronyms and their meanings as these are frequently used in the schedule of classes.

You can choose from the following RGEP courses under each domain. Refer to Section 2 on RGEP for more information.

Table 1. RGEP Courses by Domain

RGEP Domain	RGEP Courses		
Arts and Humanities (AH)	Araling Kapampangan 10*	FA 28*	MuL 9*
	Araling Pilipino 12*	FA 30	MuL 13
	Art Studies 1	Fil 25	Pan Pil 12*
	Art Studies 2	Fil 40*	Pan Pil 17*
	BC 10	Film 10	Pan Pil 19*
	Comm 3	Film 12*	Pan Pil 40*
	CW 10	Humad 1	Pan Pil 50*
	English 1/Comm 1	J 18	SEA 30
	English 10/Comm 2	Kom 1	Theater 10
	English 11/Hum 1	Kom 2	Theater 11*
	English 12	L Arch 1	Theater 12
	English 30	MPS 10*	
	EL 50	MuD 1	
Social Sciences and Philosophy (SSP)	Anthro 10	Kas 1*	SEA 30
	Archaeo 2	Kas 2	Soc Sci 1
	Arkioloji 1*	Lingg 1	Soc Sci 2
	Econ 11	Philo 1	Soc Sci 3
	Econ 31	Philo 10	Socio 10*
	Geog 1	Philo 11	L Arch 1
Math, Science and Technology (MST)	Bio 1	GE 1	MS 1
	Chem 1	Geol 1	Nat Sci 1
	EEE 10	Math 1	Nat Sci 2
	Env Sci 1	Math 2	Physics 10
	ES 10	MBB 1	STS

*To satisfy Philippine Studies requirement

b = this course cannot be taken by students in the College of Engineering and in the College of Science under the BS Math program

c = this course cannot be taken by students in the College of Engineering except those under the BS Computer Science program

d = this course cannot be taken by students in the following Colleges/Degree Programs: College of Architecture, School of Economics, College of Engineering, BS Math, BS Food Technology, BS Hotel, Restaurant & Institution Management, B of Sports Science, BA Pol Sci, Ba Psych, BS Geography, PS Psych and BS Stat.

E. National Service Training Program (NSTP)

All BAPA students, male and female, are now required to take National Service Training (NST) courses. NST courses are taken on the second year of stay in the College. Please refer to Section 3 on NSTP for more information.

F. Internship program (PA 181)

Incoming senior students enroll in PA 181 during the summer immediately preceding the last year of stay in the college. Please refer to Section 4 on Internship in Governmental Administration for more information.

G. Elective Courses

The BAPA program requires the taking of three (3) elective courses (total of 9 units). These are courses numbered 100 and above in the fields of economics, political science, geography, social science, anthropology, psychology, social work, community development, among others. The basic requirements in choosing elective courses is that these should be relevant to the field of public administration.

Listed below are courses usually taken by BAPA students to fulfill the 9 units of required electives

Psych 180	Pol Sci 152	Socio 153
Pol Sci 14	Pol Sci 153	CD 110
Pol Sci 150	Econ 141	CD 123
Pol Sci 151	Econ 151	SW 100
Pol Sci 160	Socio 114	Geography 131