

NATIONAL OPEN UNIVERSITY OF NIGERIA

# BHM 783



## Comparative Public Administration **Course Guide**

# **BHM 783**

## **Comparative Public Administration Course Guide**

### **Course Developer/Writer**

Dr. Augustine Nduka Eneanya, National Open University of Nigeria

### **Course Editor**

Professor C. P. Maduabum, National Open University of Nigeria

### **Course Coordinator**

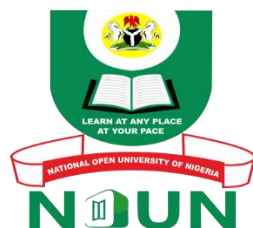
Mr Agbeba, Henry Usiobaifo (Course coordinator) – NOUN

### **Programme Leader**

Dr (Mrs) Ayodele O. Fagbemi, National Open University of Nigeria

**Credits of cover-photo:** Henry Ude, National Open University of Nigeria

**National Open University of Nigeria** - 91, Cadastral Zone, Nnamdi Azikwe Express Way, Jabi, Abuja, Nigeria



[www.nou.edu.ng](http://www.nou.edu.ng) [centralinfo@nou.edu.ng](mailto:centralinfo@nou.edu.ng)

[oer.nou.edu.ng](http://oer.nou.edu.ng) [oerunit@nou.edu.ng](mailto:oerunit@nou.edu.ng) OER repository

Published in 2012, 2015, 2018 by the National Open University of Nigeria

© National Open University of Nigeria 2018



This publication is made available in Open Access under the [Attribution-ShareAlike4.0 \(CC-BY-SA 4.0\) license](https://creativecommons.org/licenses/by-sa/4.0/). By using the content of this publication, the users accept to be bound by the terms of use of the Open Educational Resources repository [oer.nou.edu.ng](http://oer.nou.edu.ng) of the National Open University of Nigeria.

The designations employed and the presentation of material throughout this publication do not imply the expression of any opinion whatsoever on the part of National Open University of Nigeria concerning the legal status of any country, territory, city or area or of its authorities, or concerning the delimitation of its frontiers or boundaries. The ideas and opinions expressed in this publication are those of the authors; they are not necessarily those of National Open University of Nigeria and do not commit the organization.

## How to re-use and attribute this content

Under this license, any user of this textbook or the textbook contents herein must provide proper attribution as follows: “First produced by the National Open University of Nigeria” and include the NOUN Logo and the cover of the publication. The repository has a version of the course available in ODT-format for re-use.

If you use this course material as a bibliographic reference, then you should cite it as follows: “Course code: Course Title, Module Number, National Open University of Nigeria, [year of publication] at [oer.nou.edu.ng](http://oer.nou.edu.ng)

If you redistribute this textbook in a print format, in whole or part, then you must include the information in this section and give on every physical page the following attribution: Downloaded for free as an Open Educational Resource at [oer.nou.edu.ng](http://oer.nou.edu.ng) If you electronically redistribute part of this textbook, in whole or part, then you must retain in every digital file (including but not limited to EPUB, PDF, ODT and HTML) the following attribution:

Downloaded for free from the National Open University of Nigeria (NOUN) Open Educational Resources repository at [oer.nou.edu.ng](http://oer.nou.edu.ng)

## Introduction

BHM 783: Comparative Public Administration is available for students offering PGD in Comparative Public Administration. The course provides an opportunity for students to acquire a detailed knowledge and understanding of the concepts and theories in Comparative Public Administration as they affect business organizations in Nigeria and other countries of the world. It will assist you to be able to apply these concepts and theories to the task and roles that you perform as an administrator in public sector setting.

This course guide provides you with the necessary information about the contents of the course and the materials you will need to be familiar with for a proper understanding of the subject matter. It is designed to help you to get the best of the course by enabling you to think productively about the principles underlying the issues you study and the projects you execute in the course of your study and thereafter. It also provides some guidance on the way to approach your tutor-marked assignments (TMAS). You will of course receive on-the-stop guidance from your tutorial classes, which you are advised to approach with all seriousness.

Overall, the course guide tells you briefly what the course is about, what course materials you will be using and how you can work your way through these materials. It suggests some general guidelines for the amount of time you are likely to spend on each unit of the course in order to complete it successfully.

## What You Will Learn In This Course

BHM 783 Comparative Public Administration introduces you to various techniques, guides, principles, practices, etc. relating to public administration as it is practiced elsewhere.

## Course Aim

The aim of the course can be summarized as follows:

This course aims to give you an understanding of the meaning of comparative public administration, approaches and issues, what they are and how they can be applied in everyday administrative activities. It also aims to help you develop skills in the public sector management. You can also apply the principles to your job as policy makers, top management of public organizations in both the private and public enterprises. All these will be achieved by aiming to:

## Course Objectives

To achieve the aims set out, the course sets overall objectives. Each unit also has specific objectives. The unit objectives are always included at the beginning of a unit; you should read them before you start working through the unit. You may want to refer to them during your study of the unit to check on your progress.

You should always look at the unit objectives after completing a unit. In doing so, you will be sure that you have followed the instructions in the unit.

Below are the wider objectives of the course as a whole. By meeting these objectives, you should have achieved the aims of the course as a whole. On successful completion of the course, you should be able to:

1. Explain the evolution, meaning, importance and theoretical perspectives of comparative public Administration.
2. Understand the major approaches of comparative public Administration;
3. Understand the behavioural approach to comparative public Administration
4. Describe the approaches of structural-functionalism
5. Understand the nexus between bureaucracy and Development Administration
6. Understand the role of bureaucracy in nation-building in Nigeria
7. Understand the role of bureaucracy in nation-building in developing countries
8. Understand the role of bureaucracy in nation-building in developed democratic countries;
9. Compare the role of bureaucracy in nation-building between developing countries, Western democratic and socialist countries;

### Working through This Course

To complete this course, you are required to read the study units, read set books and read other materials provided by the National Open University of Nigeria (NOUN). Each unit contains self-assessment exercises, and at a point in the course, you are required to submit assignments for assessment purposes. At the end of the course, is a final examination. The course should take you about 16 - 17 weeks in total to complete.

Below you will find listed all the components of the course, what you have to do, and how you should allocate your time to each unit in order to complete the course successfully on time.

Below are the lists of all the components of the course:

### Course Materials

Major components of the course are:

- Course Guide
- Study Units
- References
- Assignment
- Presentation Schedule

### Study Units

The study units in this course are as follows:

#### **Module 1 Emergence of Comparative Public Administration**

#### **Module 2 Approaches to Comparative Public Administration**

Unit 1 The Behavioural approach to comparative public administration

Unit 2 Systems approach to Comparative Public Administration

Unit 3 Structural-functional approach to comparative public administration

Unit 4 The Development Administration approach to comparative public administration

Unit 5 The Bureaucratic approach to Comparative Public Administration

## **Module 3 Cross-National comparison of Bureaucracy and Development Administration in Developed and Developing Countries.**

Unit 1 Bureaucracy and Development Administration

Unit 2 Comparison of Administrative system between developed and developing countries

Unit 3 Comparison of the role of Bureaucracy in nation-building in developing countries and Nigeria

Unit 4 Comparison of the role of Bureaucracy in nation-building among the developed countries

Unit 5 Comparison of the role of bureaucracy in nation-building between Socialist countries and Western Democratic countries.

The first two Modules explain the emergence and approaches of Comparative Public Administration; while the third Module examines the cross-national comparison of bureaucracy and development administration in developed and developing countries.

### **Assignment Files**

There are fifteen assignments in this course. The fifteen-course assignment which cover all the topics in the course material are there to guide you to have proper understanding and grasp of the course.

### **Presentation Schedule**

The presentation schedule included in your course materials gives you the important dates for this year for the completion of tutor-marked assignments and attending tutorials. Remember, you are required to submit all your assignments by the due date. You should guard against falling behind in your work.

### **Assessment**

There are three aspects to the assessment of the course: first is the self-assessment test; the second is tutor-marked assignments; and third, is a written examination.

In tackling the assignments, you are advised to be sincere in attempting the exercises; you are expected to apply information, knowledge and techniques gathered during the course. The assignments must be submitted to your tutor for formal assessment in accordance with the deadlines stated in the Presentation Schedule and the Assignment File. The work you submit to your tutor for assessment will count for 50% of your total Course mark.

At the end of the course, you will need to sit for a final written examination of 'three hours' duration. This examination will also count for 50% of your total course mark.

## Self-Assessment Exercise (SAE<sub>s</sub>)

There are nine tutor-marked assignments in this course. You only need to submit five of the eight assignments. You are encouraged, however, to submit all eight assignments in which case the highest five of the eight marks will be counted. Each assignment counts 10% towards your total course mark.

Assignment questions for the units in this course are contained in the Assignment File. You will be able to complete your assignment from the information and materials contained in your reading, references and study units- However, it is desirable in all degree level education to demonstrate that you have read and researched more widely than the required minimum. Using other references will give you a broader viewpoint and may provide a deeper understanding of the subject.

When you have completed each assignment, send it together with a TMA (tutor marked assignment) form, to your tutor. Make sure that each assignment reaches your tutor on or before the deadline given in the Presentation Schedule and Assignment File. If for any reason, you cannot complete your work on time, contact your tutor before the assignment is due to discuss the possibility of an extension. Extensions will not be granted after the due date unless there are exceptional circumstances.

## Final Examination and Grading

The final examination BHM 783 will be of three hours' duration and have a value of 50% of the total course grade. The examination will consist of questions, which reflect the types of self-testing, practice exercise and tutor-marked problems you have previously encountered. All areas of the course will be assessed. The work you submit to your tutor for assessment will count as the other 50% of your total course mark.

Spend the time between finishing the last unit and sitting for the examination to revise the entire course work. You might find it useful to review the self-tests, tutor-marked assignments and comments on them before the examination. The final examination covers information from all parts of the course.

## Course Marking Scheme

Total Course Marking Scheme

ASSESSMENT	MARKS
Assignment 1-9	Nine assignments, best six marks of the nine count @ 5% each = 30% of course marks
Final Examination	70% of overall course marks
<b>Total</b>	100% of course marks

## Course Overview

This table brings together the units, the number of weeks you should take to complete them and the assignments that follow them.

Unit	Title of Work	Weeks Activity	Assessment (end of unit)
	Course Guide		
	<b>Module I</b>		
1	Evolution of Comparative Public Administration	1	Assignment 1
2	Meaning of Comparative Public Administration	1	
3	Importance of Comparative Public Administration	1	Assignment 2
4	Theoretical Perspectives	1	Assignment 3
5	Criticisms and Prospects of Comparative Public Administration	1	

<b>Module</b>			
<b>2</b>			
1	Behavioural Approach to Comparative Public Administration	1	Assignment 4
2	Systems Approach	1	
3	Structural-functional Approach	1	
4	Development Administration Approach	1	Assignment 5
5	Bureaucratic Approach	1	Assignment 6
<b>Module</b>			
<b>3</b>			
1	Bureaucracy and Development Administration	1	
2	Comparison of Administrative System between Developed and Developing	1	Assignment 7



	Countries		
3	Compare the role of Bureaucracy in nation-building of Developing countries and Nigeria	1	Assignment 8
4	Compare the role of Bureaucracy in nation-building among the developed countries	1	Assignment 9
5	Compare the role of bureaucracy in nation-building between Socialist and Western Democratic Countries	1	
	<b>Total</b>	<b>16</b>	<b>9</b>

## How to Get the Most from This Course

In distance learning, the study units replace the university lecturer. This is one of the great advantages of distance learning. You can read and work through specially designed study materials at your own pace, and at a time and place that suits you best. Think of it as reading the lecture that a lecturer might set you some reading to do, the study unit will tell you when to read your other materials. Just as a lecturer might give you an in-class exercise, your study units provide exercises for you to do at appropriate points.

Each of the study units follows a common format. The first item is an introduction of the subject matter of the unit, and how a particular unit is integrated with the other units and the course as a whole.

Next is a set of learning objectives. These objectives let you know what you should be able to do by the time you have completed the unit. You should use these objectives to guide your study. When you have finished the unit, you must go back and check whether you have achieved the objectives. If you make a habit of doing this, you will significantly improve your chances of passing the course.

The main body of the unit guides you through the required reading from other sources. This will usually be either from a Reading Section of some other sources.

Self-tests are interspersed throughout the end of units. Working through these tests will help you to achieve the objectives of the unit and prepare you for the assignments and the examination. You should do each self-test as you come to it in the study unit. There will also be numerous examples given in the study units, work through these when you come to them too.

The following is a practical strategy for working through the course. If you run into any trouble, telephone your tutor. Remember that your tutor's job is to help you. When you need help, do not hesitate to call and ask your tutor to provide it.

1. Read this course guide thoroughly.
2. Organize a study schedule. Refer to the course overview for more details. Note the time you are expected to spend on each unit and how the assignments relate to the units.

Important information e.g. details of your tutorials, and the date of the first day of the semester will be made available. You need to gather all this information in one place, such as your diary or a wall calendar. Whatever method you choose to use, you should decide on and write in your own dates for working on each unit.

Once you have created your own study schedule, do everything you can to stick to it. The major reason that students fail is that they get behind with their coursework. If you get into difficulties with your schedule, please let your tutor know before it is too late for help.

1. Turn to unit 1 and read the introduction and the objectives for the unit.
2. Assemble the study materials. Information about what you need for a unit is given in the 'Overview' at the beginning of each unit. You will always need both the study unit you are working on and one of your references, on your desk at the same time.
3. Work through the unit. The content of the unit itself has been arranged to provide a sequence for you to follow. As you work through the units, you will be instructed to read sections from your other sources. Use the unit to guide your reading.
4. Well before the relevant due date, check your Assignment File and make sure you attend to the next required assignment. Keep in mind that you will learn a lot by doing the assignments carefully. They have been designed to help you meet the objectives of the course and, therefore, will help you pass the exam. Submit all assignments not later than the due date.
5. Review of the objectives for each study unit confirms that you have achieved them. If you feel unsure about any of the objectives, review the study material or consult your tutor.
6. When you are confident that you have achieved a unit's objectives, you can then start on the next unit. Proceed unit by unit through the course and try to face your study so that you keep yourself on schedule.
7. When you have submitted an assignment to your tutor for marking, do not wait for its return before starting on the next unit. Keep to your schedule. When the assignment is returned, pay particular attention to your tutor's comments, both on the tutor-marked assignment form and also written on the assignment. Consult your tutor as soon as possible if you have any questions or problems.
8. After completing the last unit, review the course and prepare yourself for the final examination. Check that you have achieved the unit objectives (listed at the beginning of each unit) and the course objectives (listed in the Course Guide).

## **Facilitators/Tutors a Self-Assessment Exercise and Tutorials**

There are 17 hours of tutorials provided in support of this course. You will be notified of the dates, times and location of these tutorials, together with the names and phone numbers of your tutor, as soon as you are allocated a tutorial group.

Your tutor will mark and comment on your assignments, keep a close watch on your progress and on any difficulties you might encounter and provide assistance to you during the course- You must mail your tutor-marked assignments to your tutor well before the due date (at least two working days are required). They will be marked by your tutor and

returned to you as soon as possible. Do not hesitate to contact your tutor by telephone, e-mail, or discussion board if you need help. The following might be circumstances in which you would find help necessary.

### **Contact Your Tutor If:**

- You do not understand any part of the study units or the assigned readings.
- You have difficulty with the self-test or exercise.
- You have a question or problem with an assignment with your tutor's comment on an assignment or with the grading of an assignment

You should try your best to attend the tutorials. This is the only chance to have face-to-face contact with your tutor and to ask questions which are answered instantly. You can raise any problem encountered in the course of your study. To gain the maximum benefit from course tutorials, prepare a question list before attending them. You will learn a lot from participating in discussions actively.

As earlier stated above, this course BHM 783 Comparative Public Administration relates public Administration in public organizations. It makes in-depth analysis of the Comparative Public Administration in developing and developed countries for understanding of the practices and principles governing public Administration.

We hope you enjoy your acquaintances with the National Open University of Nigeria (NOUN). We wish you every success in the future.