

Master in Public Administration (Thesis Program)

COURSE DESCRIPTION

BASIC COURSES

PARES - Research Methods for Public Administration with Statistics 3 units

This course covers the fundamental concepts of research design and methodology that practitioners must understand in order to become critical research evaluators and prepare to conduct research in their practices. Understanding each stage of the research process, including qualitative and quantitative designs, program evaluation, measurement issues, and data analysis would be emphasized.

PAHBO - Human Behavior in Organization 3 units

This course teaches students about the workplace factors that influence individual and group behavior. Various organizational theories and models are discussed and linked to organizational practices and phenomena, as well as workgroup behavior, life, work motivation, and human relations.

PA 200 - Theory and Practice of Public Administration 3 units

The course provides an introduction to contemporary theories, concepts, and evidence of public administration and political science and aligns them with studies of demography, population, and development. Public managers are acting in an environment full of constraints (political, managerial, and environmental).

MAJOR COURSES

PA 201- Public Fiscal Administration 3 units

The course deals with the study of the various aspects of tax administration, government budgeting, accounting and auditing, debt management, treasury management, and supply management. Likewise, the course focuses on the various principles and practices of Philippine public finance, fiscal policy, and financial administration in the public sector.

PA 202 - Public Policy and Program Administration 3 units

The course is designed to introduce students to the broad field of public administration. The course surveys a number of important issues in contemporary public administration, including an emphasis on political, legal, economic, and social institutions and processes. The process of policy-making, both within an agency and within the total governmental process, emphasizes policy and program planning, policy implementation, and the value system of administrators.

PA 203 - Public Sector Leadership and Management 3 units

This is an introductory course to Public Administration and Management in the public sector. It aims to familiarize students from various disciplines with the nature and profession of public management, with

an understanding of the institutional, political, organizational, and ethical context of public management. Likewise, the course provides an overview of managing in the public and not-for-profit sectors – current practices, challenges, and contexts. Specifically, the course focuses on the application of up-to-date and wide-ranging managerial and leadership skills necessary to undertake the students' diverse responsibilities in the context of their respective organizations or institutions, thereby developing new perspectives and innovative approaches to leadership, ethics, economics, public policy, and public governance among students.

PA 204 - Project Development and Management **3 units**

The focus of the course lies on how to plan, start, lead and complete projects. A central element is that the students develop their own project plans in groups. Such should include all necessary components such as a project description, specification of the target group, possible financiers, time plan, and budget. The course also prepares the students for project development and work in project form within the culture and the cultural heritage field. On completion of the course, the student should be able to formulate and present a practicable project idea, prepare a realistic economic plan, describe models, and methods to lead, carry out, document and evaluate a project, describe an intended project in a complete project plan review and evaluate own and others' project plans critically.

PA 205 - Government Accounting and Auditing **3 units**

The course is designed for students to have adequate knowledge of the new government accounting system. It covers a discussion of the budget process and accounting operations involving the accounting of appropriations, allotment income and collection, expenditures, and disbursements.

ELECTIVE COURSES

PA 206 - Good Governance in Public Service **3 units**

The main objective of this course is to empower public sector professionals with an emphasis on the following: understanding and information of principles and concepts related to standard setting in the public services; capability and confidence to drive the setting of standards for various aspects of the organization; skill and knowledge to not only ensure standard-setting and implementation but also audit adherence to the same across all employees in the organization; exposure, experience, and information to review standards and make relevant changes, when needed; and a sense of pride in delivering consistently high-quality services to citizens, thus contributing to an improvement in their quality of life.

PA 207- Global Trends and Issues in Public Administration **3 units**

The course examines current and topical issues and controversies in government programs as well as environmental policy from the perspective of public policy and public administration. The course also tackles trends and economic issues pertaining to public administration and how they affect the global setting.

PA 208- Policy Implementation and Program Evaluation **3 units**

The course teaches hands-on knowledge about prominent program evaluation and policy analytical methods and implementation. Specific methods covered in this course include logic models, implementation evaluation, program monitoring, quasi-experimentation, randomized experiments, meta-analysis, systematic reviews, evaluation syntheses, meta-evaluation, decision analysis, and mixed quantitative and qualitative analyses of a broad spectrum of public policy problems and solutions.

PA 209 - Seminar in Government Management

3 units

The course focuses on the context (political, legal, and social) in which public administration takes place, the meaning of public service in a democratic society, and the importance of personal and professional ethics using cases to relate principles and theories of public administration to concrete, real-world problems. Students will integrate coursework and theory as well as real-world experiences into the analysis of a public policy or public management problem and produce a final seminar paper. This seminar course will also provide students with a comprehensive integration of content from the major and allow them to hone their research and writing skills in the preparation of a seminar paper. The course serves as a capstone for the major.

INSTITUTIONAL COURSE REQUIREMENTS

MAJANSSEN - Janssen's Spirituality I

(3 units)

The course is a CHED-approved institutional course provided particularly for students doing graduate courses at the Divine Word College of Calapan. The Janssen spirituality course for MA students which cover the first of two parts will explain the current mission profile of the members of the Society of the Divine Word (SVD) as it flows from an explanation of the development of the spiritual lives and practices of Sts. Arnold Janssen and Joseph Freinademetz. This singular history and spirituality will be further contextualized with other selected spiritualities so that the student can identify and develop a related topic of research relevant to current realities and challenges.

BPARESCOLL - Research Colloquium and Seminar in Research Publication (3 units)

This course shall enable graduate students to make structured and periodic progress on their research papers and comply with program requirements. It enables them as well to complete and finish the research paper in time for formal research presentation and even in journal publication.

THESIS WRITING

BPATW1- Thesis Writing Proposal - BPA

3 units

This is a process-oriented writing course that is designed for advanced MPA students who want to improve their research skills beyond what they learned in methods classes. This course's goal is to get them started on their thesis proposal writing and to become competent in basic research designs, which includes making decisions about matching research designs to specific research problems. Furthermore, students will gain a better understanding of the issues to consider when deciding on the overall evaluation of their research. Students will learn how to develop literature for their research topic as well as potential methodological approaches. The emphasis during this training will be on how to construct a research question that can be empirically addressed. While the primary focus of this course is on thesis proposal

writing, it also refreshes them on basic research concepts such as conducting literature reviews, understanding theory, defining research problems and methods, collecting and analyzing data, communicating findings, and applying research to solve educational problems. Students should also be able to understand the goals, assumptions, and logic underlying research methodologies.

BPATW2 - Thesis Writing Oral Defense - BPA

3 units

The final and most important requirement for receiving a Master in Public Administration is the completion of a substantial and original independent research project. The creation of a master's thesis describing as the research project and its results, as well as the defense of the project against challenges posed by the student's faculty, Thesis Committee members, demonstrate successful completion of this requirement. The Thesis Committee assesses the quality of the thesis proposal and the thesis defense to determine whether the student has successfully completed this final requirement for the master's degree.