

BACHELORS OF PUBLIC POLICY AND ADMINISTRATION CURRICULUM

100: Communication Skills

Reading skills: skimming, scanning, intensive and critical reading, interpretation of non-verbal information, content tables, indices, listening skills: In lectures, predicting structure of a lecture, understanding gist, recognizing change of topic, following tutorial discussions. Writing skills: analysing tasks, planning, drafting and editing various types of writing, quoting and paraphrasing, indicating references, footnotes and bibliographies. Study techniques: planning work, organising, storing and retrieving information, preparing for and writing examinations.

UCU 103: Introduction to Critical and Creative Thinking

Levels of thought; nature and obstacles to clear thinking; understanding and evaluating arguments; related concepts such as meaning, truth, validity, fallacy, justifications, value, objectivity, consistency, and insight.

UCU 101: Development Studies

Concepts of development, underdevelopment, Theories development and underdevelopment. Historical roots of African development and underdevelopment, Concept of Gender and rationale for mainstreaming gender, WID, WAD, and GAD approaches to development, participatory development. Development strategies, indicators, problems and regional integration, population, resources and development, agriculture and rural development, urbanization, industrialization and development, science, technology and development, law, justice, politics and development, ethics, morality and development.

UCU 106: Diversity and Citizenship

Concepts of diversity, citizenship and conflict; Human evolution and Kenyan landscape; A critique of colonial experience; Decolonization and symbols of national unity: Constitution, National Anthem and Flag, Loyalty Pledge and Coat of Arms; Kenya's achievements and threats to political stability; Diversity in the economy, manpower development and culture such as religion, music, dance, sports, art and language; Diversity and conflict; International relations, transformation conflict and the peace process; Citizenship and identity; challenges to citizenship such as corruption, unemployment, underemployment, scarcity of resources and ethnicity.

APP 100: Fundamentals of Public Sector Accounting

The nature of public sector accounting; fundamentals of accounting; elements of accounting; bases of accounting; national accounting & cost budgeting; Costing: organizational units, programmes and products, pricing and reimbursement, incremental charges in output, out

sourcing; financial reporting: forward content of published financial reports: accrual accounting policy making, conceptual frameworks; public sector accounting standards.

APP 101: Introduction to Public Administration

Meaning, scope and significance of public administration, Public And Private administration, Principles of administration, Evolution of Public Administration as a Discipline, Public Administration as an Art and Science, structure and formation of various agencies and units of government-ministerial departments; public enterprises; local authorities; national, state and municipal governments; bureaucracy; budgeting; personnel and administrative leadership, Ecology of Public Administration, Integrity in public administration.

APP 102: Quantitative Techniques for Policy Makers

Equations and Inequalities, functions, formulation of basic types: algebraic, exponential and logarithmic; Limits Theory and continuity; Differential calculus and applications; Integral calculus and applications to policy decisions; Arithmetic and geometric series; Matrix algebra and application, markov analysis and Input-output analysis; Linear programming; formulation, Decision Theory.

APP 103: Introduction to Public Policy

Meaning, scope and significance of public policy; The origins of public policy; Theories of public policy formulation; Formulation and articulation of public policies by governments; The environment of public policy process in Africa; Modes of public policy analysis; policy analysis as problem solving, Critical Listening and Policy Advice.

AGD 100: Introduction to Gender and Development Concepts of gender, sex, gender roles, sex roles, development, social construction of gender, gender inequalities in development Mainstreaming gender in development.

AHT 102: Introduction to Political Science

The scope and range of political science; the role of politics in society; the nature of power and legitimacy; political functions and institutions; theory of the state; the nation – state system; political ideologies and issues of equality, justice and freedom, bureaucracy; democracy; pressure-groups and civil society; trans-national citizenship and identity.

ASC 100: Introduction to Sociology

Concepts of Sociology as an academic discipline and a social science; branches of Sociology, its relation to other sciences; Introduction to sociological research methods; leading founding

fathers of Sociology- Comte, Spencer, Durkheim, Weber, Marx, and Cooley; Social processes and the relation between man and society; nature and functions of various social institutions.

APH 103: Introduction to Ethics

Nature of morality and moral philosophy; Place of morality in society; teleological and ontological theories; Utilitarianism, equality and justice; ethical theories; duties and rights, moral values, doing and being, conscience and conscientiousness; pleasure and happiness; meaning and justification; application of moral theories to problems of practical concern.

BBA 102: Principles of Management

Background to modern management; Nature, scope and importance of management; Growth and need for principles of management; Evolution of management thought; Organizational environment/context; Functions of management; Planning, organizing and staffing; directing, co-coordinating, controlling, management decisions and techniques; moral and social responsibility in management; emerging issues in management.

EET 102: Principles of Economics

Introduction to economic theory: tradeoffs, opportunity cost, and the benefits of trade; Theory of consumer and theory of the firm under a variety of market structures; Examination of efficient market economies; ways used by government to make the economy less or more efficient; How firms choose their production levels to maximize profits, culminating in the model of perfect competition; Examination of concepts: opportunity cost, marginal analysis, economic incentives, efficiency, and market power; Application of economic concepts to public policy issues.

LEVEL 200

APP 200: Principles of Public Law

The definition and scope of public law; substantive law and procedural law; the distinction between public and private law; concepts and theories in public law; separation of powers; devolution; constitutionalism; democracy and the rule of law; the organs of state: the legislature, the executive, the judiciary; functions, powers, and constitutional limitations, including the liability of state and human rights.

APP 201: Political Theory

Political theory and political science, theory in political enquiry: state, power and authority, nation and national states, liberalism, neo-liberalism, democracy, socialism: Marxian socialism, fascism, postmodernism, structuralism, post-structuralism, feminism.

ACU 201: Introduction to Statistics in Social Sciences

Introduction to statistics for Public Administration; descriptive statistics; data collection, organization and presentation; measures of central tendency and dispersion; Probability distributions: discrete and continuous; Sampling Theory; Statistical inference: Estimation

theory; Index Number construction and application; Hypotheses testing; non- parametric tests; Time series Analysis and applications; Simple regression and correlation analysis; Prediction and tests of significance

ACU 202: Research Methods in Social Sciences

Introduction to research; The Research Process; The Design of Research; levels of measurement; Data types; Ethics in research; Sampling Design; Sampling distribution; conceptual framework; standard distribution of estimates; Estimation of parameters; Data collection instruments; Experimentation, Analysis and Presentation of Data; Data Preparation and Preliminary Analysis; Hypothesis Testing; Non-parametric test; Emerging issues in research; Research in the public sector; Proposal writing guide.

APP 203: Administrative Law

Nature, purpose and principles of administrative law; institutions and processes of government; concepts of executive powers and issues of accountability; control and liability of the executive; devolved government systems; judicial and non-judicial controls of administrative powers and remedies; Judicial review; the rules of standing and rules of natural justice; constitutional basis for judicial review remedies and administrative power in Kenya; contemporary problems and issues in administrative law

APP 204: Public Choice Approach

Theoretical foundations of public choice; decision making in public sector; size and growth of government; market failure and government intervention; rent seeking; basics of constitutional economics: institutions, voting rules and collective outcomes; interest group behaviour and outcomes.

APP 205: Administrative Theory

Theories of organization and management; structure of bureaucracy; authority and power in bureaucracies; bureaucracy and social change; classical theories; Marxist theory; behavioural approach to public administration; New Public Administration; comparative public administration.

APP 206: Corporate Social Responsibility (CSR)

Introduction to Corporate social responsibility: definition and actions; principles of CSR; managing and balancing stakeholder relationships; 7Ps of corporate giving; socially responsible actions; minorities and disadvantaged groups; environmental conservation; social audits; implementation of CSR (policies, practices, procedures); internal and external

pressure for CSR; recent controversies and tensions in CSR; best practices and the future of CSR.

AHT 203: Modern Government in Africa

Theories of the state; types of the state and the principle of separation of powers; the institution of the presidency in Africa; constitutional power and limits on the presidency; elections and democracy process; policy formulation; legislative leadership; legislative behavior; parties and interest groups in the legislative process; constitutional law; public law as public policy; public accountability; concept of judicial transparency; judicial process; Judicial reform; society and the law.

ASC 201: Social Change and Development

Major concepts and indicators of social change; major sources of social and cultural change with particular emphasis on Africa; micro and macro analysis of the impact of technological change on education, population growth, economy, mass communication and social structure; selected theories and models of social change such as conflict theory, evolutionary theory, modernization and diffusion theories.

FAS 203: Anthropology of Conflict and Violence

Definition of concepts: anthropology, violence, conflict; anthropological theories, perspectives and methods; violence as a human experience; Origins and evolution of war and conflict; causes of conflict and sources of violence: ethnicity, religion, identity; representations of conflict: perpetrators, victims, observers, winners and losers; roots of contemporary violence: popular culture and images of warfare; resolutions of conflicts and violence: peace-making; conflict in a globalized world; peaceful societies.

AMS 305: Ethics and Governance

Basic concepts of ethics and governance; theories and principles of ethics and governance; ethical decision making; ethics and law; players in governance, power and authority; leading and governing; ethical issues in governance: justice, equity, common good; Governance virtues: integrity, accountability, transparency, human rights and good governance, creating an ethical culture, case studies.

EAE 204: Economic Development

Meaning and measurement of economic growth and development; theories of development applied to less-developed countries; adjusting development theories to take account of indivisibilities, externalities and institutional and social aspects specific to less-developed countries; relevance of theories to development strategies adopted by currently less developed countries; agricultural and rural development; industrialisation strategies with specific reference to East Africa.

Level 300

APP 300: Development Administration

Development theories; The study of public administration, discipline and subject matter; Historical roots of public administration in Africa; The new public administration; Administrative reforms for development; Development through planning; Implementing development programmes; Administrative behavior and control; The role of public corporations/enterprises in development; Budgetary activities and national development; The role of local government in development.

APP 302: Foreign Policy

Concept of Foreign Policy, History of Foreign policy, The study of International System, Diplomacy, Governance; Foreign Policy Analysis and Decision-Making, Interpretation and implementation of Foreign policy, Principles governing Foreign Policy and Diplomatic relations, Challenges and opportunities of Globalization.

APP 303: Devolved Government

Meaning of devolved government; Growth, structure and role of local and national bureaucracies in selected countries; The nature of bureaucracy in devolved government; Selected areas of study in regional Administration; The context of regional administration; Intergovernmental relations; Policy implementation at the regional level; Budgeting; Personnel management; Performance management; Legal and regularity constraints; Ethics and accountability.

APP 304: Educational Policy in Developed and Developing Countries

Policy analysis with specific focus on education in developing countries; Identification, analysis and evaluation of the existing policies related to education in selected developed countries; Criteria for evaluating existing education policy in Kenya; Recommendations for alternatives to existing policy in education; Incorporating constituencies and interest groups in the decision making process in the field of education.

APP 305: Agricultural Policies in Africa

Public-policy analysis with specific focus on agriculture; Identification, analysis and evaluation of the existing agricultural policies in selected countries; Development of criteria for evaluation and assemblage of data to support the viability and effectiveness of agricultural policy in Kenya; recommendations for alternatives to existing policy in agriculture; constituencies and interest groups in the decision making process in agriculture.

APP 306: Media and Public Policy

Relationship between public policy and media; Functions of legislative acts and regulatory instruments- Communications Commission of Kenya; the structure and operation of media

according to the norms and values set through the political process; Ethics in media coverage; Factors that shape modern media texts: politics, economics, technology, and culture; Role of social media in public policy; Broadcasting and telecommunications policy, the regulation of electronic and print media content and governance of the Internet.

APP 307: Public Policy Analysis

The design and implementation of public policy programmes; Constraints of public policy: Economic, political feasibility, Interests and power; Institutional constraints; Social and Cultural factors; Evaluation and monitoring of public policies; The logic of appropriateness and Ethical dimensions of public policy; Selected studies in policy analysis.

APP 308: Administrative Leadership in the Public Sector

Public sector leadership theory; Goals and priorities of administrative leaders; Traits and skills in public service leadership; Styles for public sector leaders; Techniques for administrative leaders; Evaluation of public sector leadership; Developing leaders in the public sector.

APP 309: Financial Management for Policy Makers

classification of budgets, the public budget, sources of government revenue and expenditure, budgeting and budgetary controls, capital investment in public service, financial negotiations, financial planning and reporting, debt management in public sector, gender budgeting, balanced budget and fiscal policy.

APP 310: Gender Policy

Concepts: gender, gender policy, rationale for gender policy, national gender policy: development, implementation, monitoring and evaluation; gender issues in public administration: representation, participation in decision making, welfare, gender based violence and sexual harassment, budgeting, equality and equity, gender related conflicts, challenges to effective development and implementation of gender policies in work place, strategies for redress.

AHT 314: Comparative Government in Developing Countries

Comparative study of governments and ideologies of developing areas: Middle East, Africa, Asia, Latin America; evolution of state and citizenship; structural and functional characteristics of the executive, legislative, judicial institutions; bureaucracy; political parties; transition to democracy; foreign policy; pressure groups and political movements; the power of ethnicity.

AHT 315: Political Parties and Interest Groups in Africa

A comparative analysis of the structure, operation and ideology of political parties and interest groups; conflict of interest; ethnic factor; corruption; public morality; extent and impact of the power of private groups in political systems; community and the individual; the

gender question; civic and political education; political party behavior – mergers, defections, dissolutions.

AHT 324: Urban Politics in Africa

Migrations patterns to urban areas; ethnic compositions and political tensions between communities; political participation and politics of representation and control of urban space; politicization of service provision in urban centres; problems of urban policy planning and management; politics of class and ethnic coalitions; slums and criminality in urban politics.

AHT 415: International Relations since 1900 CE

International conflicts and wars; the impact of the socialist revolution on international relations; patterns issues; migration, labour, Cold War; international and regional organizations; effects of mass media; information technology and international relations; impact of the end of the Cold War; terrorism in the twenty-first century.

ASC 308: Community Organization and Development

Definition and scope of community development; community development and other disciplines; theories of community development, communication, leadership and attitude change; change agencies and change agents; policies of community strategies in East Africa; project development and management.

ASC 310: Political Sociology

Origins of political sociology; the founding fathers of political sociology; basic political processes; political and social institutions; politics and leadership; distribution of power income distribution and inequality; leadership patterns and social control; cross-cultural political comparisons of developed and developing countries; political system and social change; politics and ethnicity.

AMS 311: Supply Chain Management and Logistics

Concept of supply chain management; analysis of supply chains; identification procedures, methods, processes and systems used in the operation of supply chains and their applications in improving supply chain performance; value chain, supply management tools and techniques; supply certification; supply continuous improvement; supply risk management: supply management; future logistics issues; global issues in supply chain.

BBA 301: Human Resource Management

Introduction; historical development of personnel management and its growth; manpower sourcing; planning; job analysis and design techniques; recruitment and selection; employee development and performance; career development process; induction; staff

assessment and training; performance appraisal; personnel administration and policies; merit rating; wage incentives and fringe benefits; moral and industrial psychology; causes and meaning of fatigue, stress, monotony and time motion study.

BBA 314: Public Relations

Definitions of public relations (PR); development of PR in developing and developed countries; functions and tasks of PR; PR both in house, consultancy in commercial and public sector; the role of the PR practitioners; ethics of Public Relations; role of public relations in an organization; public relations and the press; public relations events; PR planning and crisis management; organization of a public Relations department; types of public relations.

Level 400

APP 400: Strategic Management in the Public Sector

Evolution of strategic management; complexity of strategic planning in the public sector, vision, mission and goals in strategic management, environmental scanning and strategic choice, strategy formulation and implementation; monitoring and evaluation of strategic plans; strategic planning in the public sector; national development agenda.

APP 401: International Organizations

Origin of international organizations; types of international organizations; role of global organizations; theories of integration and significance of global and regional relationships; decision making process in selected global organizations; impact of international organizations on domestic and foreign policy of states.

APP 402: Urban Governance

Public managers response to demands of diverse interests in the urban context; public administrators' obligation to the administrative values of leadership, responsiveness and efficiency in the management of urban services; Role of public values in the management of the urban centres; City budgets and the distribution of public services.

APP 403: Transport Policy

Concept of transport, role of government as both customer and provider of transport services; public involvement in policy formulation; performance measurement with public oversight agencies; transportation policy and urbanization; development planning and transportation policy; policy impacts on inter-modal development in the management of diverse public and private agendas among national and local agencies.

APP 404: Organizational Development (OD) in Public Sector

History of management thought and Organizational Development (OD) philosophy; OD and Public Administration; Managing change, learning and power; Action Research; OD and

Public Management Reforms; OD and Conflict resolution; Appreciative Inquiry and problem solving; OD values, assumptions and prospects.

APP 405: Energy Policy

An overview of energy resources and technologies; governance and environmental policies; clean, safe and stable supplies of energy for the future; energy regulation systems; major theories of political economy and energy regulation; women and energy.

APP 406: Internship

Students are expected to undertake an internship in a public office for duration of three months at the end of which a report will be submitted. Alternatively the candidate can opt to write a research project focusing on public policy and administration.

AGD 408: Gender Mainstreaming in Development Process

The concept of gender mainstreaming; GAD approach; mainstreaming gender concerns in public, private and informal sectors; policies, national budget and planning, human resource and development; tools for gender mainstreaming.

AHT 412: Administration and Organization Theory

Principles of administration and management; scientific management; strategic management; human relations and classical theories; the concept of bureaucracy and its characteristics; organization and administration of public service; motivation theory; concepts of co-ordination, supervision, centralization and decentralization; current issues in administrative change and organization development.

AHT 414: Comparative Government and Politics in Developed Countries

Comparative political analysis of selected Western European nations: Britain, France, America and Germany; European roots of American constitution and government; the Japanese contrast; the structure and functional characteristics of executive, legislature and the judicial institutions, political parties, migrations and multiculturalism.

AMS 407: Diplomacy and International Relations

Definitions; theories of International Relations; actors in diplomacy and international relations; foreign policy and decision making; diplomacy of war; bilateral and multi-lateral diplomacy; international and regional organizations; conflict resolution and management; the New World Order.

AMS 408: Disaster Management

Disaster management defined; disaster assessment; disaster preparedness; types of disasters; social services in emergency situations; shelter and site planning; food aid;

theoretical approaches to disaster management; emergency logistics; disaster and development; emergency information management; counselling, stress and change management; disaster mitigation; disaster management policies; rehabilitation and reconstruction; monitoring and evaluation.

APS 412: Organizational Psychology

Definition of organizational psychology; role of human factors in organizational management; addressing work-related issues using organizational psychology strategies; designing effective work environment; an analysis of various factors leading to organizational difficulties; methods of enhancing communication within an organizational structure; organizational health psychology; the application of psychological principles and methods to problems in the work environment including prediction of job performance, selection, performance appraisal and personnel training.

ASC 406: Social Dynamics

Definition of concepts in social dynamics; theoretical perspectives; types of social groups; the structure and functions of social groups; collective behaviour; group formation and assimilation processes; characteristics of social groups; inter-group and intra-group relationships; Groups as agents of social change; leadership and communication skills.

ASC 413: Social Planning and Evaluation in Developing Countries

Definition of planning; theories of planning; ideological aspects of planning; social welfare and planning; planning and evaluation procedures in developing countries; levels of evaluation; evaluation and its limitations in developing countries; formulation and compilation of plans; policies and strategies of good plans; resource allocation and planning implementation, population dynamics and planning.

BBA 414: Management of Public Enterprises

The practice of management in the public enterprise; legal apparatus that govern the formation and operations of public enterprises; ownership; sources of capital and the usefulness of public enterprises; types of public enterprises: as monopolies, development boards, marketing boards; financial parastatals, and regulatory parastatal: management problems associated with public enterprises.

BMS 400: Management of Public Information Systems

Information systems; information technology and organizations; sources and types of business information; information systems approach to management; management Information Systems (MIS): development and design approaches; business information systems: types, analysis and design; automation requirements; case studies on issues involving the design of a selected Management Information System.

BMS 406: Project Management

Types of Projects; social and economic; project identification, and preparation; nature and context of project management; project life cycle, roles, interfaces and systems; project planning; estimation, resource analysis, justification and project evaluation technique; teams and organization; project control systems and approaches; role of management and leadership; project review.

EAE 405: Development Planning

Theories and techniques for development planning; types of plans; planning experiences in developing countries; planning tools for closed and open economies; macro models; multi-sector models including input-output; social accounting; linear programming and computable general equilibrium models; cost benefit analysis in project appraisal.

PPH 404: Health Care Systems, Policy and Planning

Concepts and types of policies; health policy development: actors, processes, history of ideas, successes and failures; government relations; governance; current domestic health care issues; policy analysis, political action, organization and change theories; acquisition of advanced nursing practice skills in policy and organizational analysis, application of change theory, lobbying, negotiating and strategizing; status of existing health policies in developed countries; challenges facing health sector in developed and developing world.