

BPA First Semester Syllabus | Course of Content

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BPA 101 English-I

Objective: The purpose of this course is to help students to improve their English skills. Oral, listening and academic writings skills and conversational fluency are emphasized in everyday public communication. The instruction includes vocabulary, grammar, listening, pronunciation, writing and viewing exercises for practice.

Contents:

1. Poem: Piano; Great Scott! Gadzooks!; On the Eve of His Execution; Stopping by woods on a Snowy Evening; Where the Mind is Without Fear
2. Short Stories: Uudhisthira's Wisdom; The Brave Little Parrot; If Not Higher; The Library Card; Marriage is a Private Affair; Who was to Blame?; Third Thoughts; Mr. Know-All; The Telegram on the Table; The Great Answer; A Tale
3. Essays: Why Go to University?; Curbing the Oneeyed Monster; How Sane Are We?; The Burden of Skepticism; Keeping Errors at Bay; We are Breaking the Silence about Death; The Savage Male;
4. Basics of English: Listening Skills; Speaking Skills; Reading skills; Structure Analysis; Remedial Grammar; Test and Revision. Development of Writing Skills; Report Writing; Reference Skill
5. Academic Writing Skills: Introductory concepts of Academic Writing; Various Types of Academic Writing; Basics of Academic Writing and organizing arguments.

BPA 102 Foundation of Public Administration

Objective: The basic purpose of this course is to provide a basic knowledge of public administration. The course aims to familiarize the students with the concept, theoretical approaches and recent issues of public administration.

Contents:

1. Introduction to Public Administration: Meaning of Public Administration; Nature and Scope of Public Administration; Significance of Public Administration; Public And Private Administration; Evolution of Public Administration as an Academic Discipline
2. Approaches to the Study of Public Administration: Political Approach to Public Administration; Managerial Approach to Public Administration; Legal Approach to Public Administration; Interdisciplinary approach to Public Administration
3. Administrative Theories: Classical Theory (Scientific Management; Bureaucratic Theory; and Management School Theory, Human Relations and Decision-making); Behavioral Theory (Ecological Theory, System Theory Contingency, Participative)
4. Contemporary Development in Public Administration: New Public Administration, New Public Management, New Public Service, Governance, Globalization

5. Tools and Techniques in Public Administration

BPA 103 Sociology

Objective: The main objective of this course is to impart basic concepts and theory of sociology so that students will be able to understand the social issues and their impact on governance.

Contents:

1. Concept of sociology, Evolution of sociology, Similarities and differences between sociology and anthropology; Relationship of sociology with history, political science, economics, social psychology, and biological sciences & Use of sociological knowledge in public administration
2. Society, culture and social groups; Status and role; Norms and values; Social stratification: Class, caste, and ethnicity; Organizations: Formal and informal; Social interaction: Cooperation, conflict, coercion and social exchange
3. Social institutions: Family, marriage, and religious institutions; Political and Economic institutions
4. Socialization: Necessity of nurture; Difference between humans and animals; Acculturation and assimilation; Process, stages and agents of socialization
5. Social theories: Concept of theory and meta-theory; Theoretical perspective: Functionalism, conflict paradigm, and interactionism; Positivism, constructivism and modernism; World system theory, structuralism and feminism

BPA 104 Microeconomics

Objective: The objective of this course is to make the students able to understand, explain, and apply the concepts and tools of microeconomics in economic analysis. Thus, the course has been designed to equip the students with analytical tools of microeconomics.

Contents:

1. Introduction: Micro-economics: Concept of Economics; Concept and Scope of Micro-economics; Importance and Uses of Microeconomics
2. Theory of Consumer's Behaviour and Demand Analysis: Concept of consumer's behavior; Concept and Types of Demand; Determinants of Demand and Demand Function; Concept of Elasticity: price, income and cross elasticity of Demand and its Measurement; Utility Analysis : Concept of cardinal and ordinal utility analysis; Marginal Rate of Substitution; Consumer's Equilibrium Production: Production Function; Laws of variable proportion; Laws of returns to scale.
3. Costs and Revenue analysis: Concepts of Costs; Short Run Cost Curves; Long Run Cost Curves; Concept of Revenue; Revenue Curves under Perfect and Imperfect Competition
4. Theories of factor pricing: modern theory of rent, marginal productivity theory of wages, loanable fund theory and liquidity preference theory of interest, dynamic and innovation theory of profit.
5. Market and Supply Analysis: Market analysis: Concept of perfect and imperfect competitive market; Supply analysis: Concept of Supply; Determinants of Supply

Objective: The objective of this course is to impart the knowledge of organization theory. It also gives the glimpse of the theoretical development of organization.

Contents:

1. Organization: Concept, Meaning, Types of organization, Bases of organization, Organization goal
2. Management: Meanings, Functions such as planning, organizing, coordinating, leadership, Controlling
3. Structure of organization: Line and staff agency, Pyramid shape, Bell shape, Flat shape, Matrix structure, etc.
4. Authority and power: Traditional authority, Charismatic authority, Legal rational authority
5. Theories of organizations: Scientific management theory, Administrative theory, Bureaucratic theory, Human relation theory, Behavioral theory, System theory, Contingency theory etc.

