

**AMBROSE ALLI UNIVERSITY, EKPOMA,
EDO STATE, NIGERIA
P. M. B. 14**



**DEPARTMENT OF BUSINESS EDUCATION
FACULTY OF EDUCATION
AMBROSE ALLI UNIVERSITY
EKPOMA, EDO STATE**

DEPARTMENTAL HANDBOOK

FOR

UNDERGRADUATES STUDENTS

2018/2019

NATIONAL ANTHEM

Arise O' Compatriots, Nigeria's call obey
To serve our father land
With love and strength and faith
The Labour of our Heroes past shall never be in vain
To serve with heart and might
One nation bound in freedom
Peace and unity

O God of Creation, Direct our noble cause
Guide our leaders right
Help our Youths and Truth to know
In love and Honesty to grow
And living just and true
Great lofty heights attain
To build a Nation where
Peace and Justice shall reign

AAU ANTHEM

We have searched for a land
A place pure and true
Where knowledge is supreme
Where development springs
A surety for the State
Hope for the Nation
AAU - Centre for perfection
AAU – Place for enlightenment
AAU – Fountain for Advancement in Ekpoma

Though the road may be rough
The place gives us strength
Though weather inclement
The Vision is clear
A place for excellence
Where culture reigneth
The Place is Ambrose Alli University

AAU - Centre for perfection
AAU – Place for enlightenment
AAU – Fountain for Advancement in Ekpoma

HISTORY OF THE PROGRAMME/SUB-DISCIPLINE/DISCIPLINE

Business Education was a unit in the Department of Vocational and Technical Education established in 1992/93 academic session. Senate, at its 308th regular meeting held on Wednesday, 29th August, 2018, considered and approved the request of the Faculty Board of Education meeting held on Wednesday 6th June, 2018 for the separation of Business Education from Department of Vocational and Technical Education, recommended by the Faculty Board of Education. Consequent upon the above, a new Department was approved for the Faculty of Education to be known as the “Department of Business Education”, under the leadership of Prof. Ignatius Akhakhia Onimawo, *Vice Chancellor*. Upon the separation of Business Education from the Department of Vocational and Technical Education, Dr. F. O. Ohiwerei was appointed as the Acting Head of Department to manage the affairs of the Department. The establishment was occasioned by the high demands for teachers to teach business education subjects in post primary institutions in the state in particular and the Nation in general. Also, to meet the required skills and competence required for self reliance and self-employment as well as enable them to fit into administrative cadre in government and institutions of higher learning. In addition, to meet up with the utilization of Information and Communication Technology (ICT). The vision to establish the department was also assisted by the already existing related faculties and departments that can render supportive services to the Department. These are the Faculties of Social Sciences, Management Sciences and Physical Sciences where students take their teaching subjects or courses in Accounting, Economics, Business Administration and Computer Science.

However, students in the department take their Business Education courses (BED) in the department; while Education courses are taken in the Faculty of Education. General studies courses are taken from General Studies Unit.

In 2002/2003 academic session, the option of Office Technology and Management Education formerly known as Secretarial Studies suffers shortage of students. As at that time, this option had students’ population of 100 level fifteen (15) students; 200 level two (2) students; 300 level five (5) students and 400 level (2) students, bring the total students population to twenty four (24). Thank God for Prof. Anthony Omoregie the then Director of Foundation in 2005 who helped to advertise and supplied students to the option but today, the option can boast of above one hundred (100) students in a level.

FORWARD

Business Education is one of the most viable disciplines offered at the university level where an individual is trained and equipped to be self-reliant. In the circumstance, there is the need to provide the students, who have made Business Education their choice firsthand information about this career.

This edition of the handbook is written in conformity with the recent NUC benchmark Minimum Academic Standard (BMAS) as well as the changes taking place in Business Education programmes worldwide. The content deals on the history, philosophy, objectives of the programme in the Department. The number of staff, academic and non-teaching staff and members are presented. The administrative structure of the Department as it relates to students admission requirement, course content, assessment, welfare, important examination regulation and facilities for learning.

Students who will use this handbook will find it informative, educative as well as a guide towards becoming successful graduates from the Department, who are going to be useful to themselves, others and the entire society.

APPRECIATION

We the staff and students of the Department of Business Education hereby appreciate the digital *Vice Chancellor*, Prof. Ignatius Akhakhia Onimawo for his dynamic leadership, dogmatic interest and determination that made him to separate the Department of Business Education from the Department of Vocational and Technical Education. Also we appreciate the first lady of the university, Dr. Mrs. Jane Onimawo, the wife of the digital *Vice Chancellor* for the motherly role she played during the period of the separation of the Department. In addition, we appreciate the Dean of the Faculty of Education, our mother, Prof. Mrs. Eunice Oti Omoregie who right from the beginning fought gallantly for the separation of the Department of Business Education from the Department of Vocational and Technical Education. Finally, we thank Prof. Anthony Omoregie who brought the option of OTM to light. We say God will continue to bless you and your families (Amen).

Dr. Mrs. Imeokparia, P. O
Ag. Head of Department

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CODE OF CONDUCT FOR STUDENTS

The purpose of ‘code of conduct’ for students is to ensure disciplined behaviour; good conduct, socially acceptable behaviour, organizational norms, standard or expectation in relation to personal or group conduct. A code of conduct helps to achieve and sustain peace, co-operation and sense of belonging among students. Once these are achieved, then the goals of the institution would be attained. An attempt will therefore be made to discuss some guides for students’ conduct.

GUIDELINES

1. **You must work hard and be focused:** it is only by hard work that the aim of coming to school will be achieved. Class attendance is mandatory; and being active in class is also very important.
2. **No part in examination malpractice:** involvement in examination malpractice is the worst evil anyone can do to himself. Examination malpractice is evil, and it destroys. There is no way you can be a responsible future leader if you fraudulently acquire a grade you do not deserve. However, once you actually work hard, there is no height you cannot attain. Once you strive to that height on your own merit, it is only then you can be truly self-reliant. In addition, do not forget there is decree against examination malpractice.
3. **Cultism is evil, do not belong to any secret cult:** secret cults are not worth belonging to. They cannot give security. They are forms of distractions. Distractions are the least you need because they cannot ensure your success. In addition, secret cults are for the cowards.
4. **Be decent in your dressing, be neat and tidy all the time:** decency breeds respect. Being in a higher institution is not a license to be naked and throw caution to the wind. The higher institution is where responsible future leaders are produced. In addition, avoid chewing of gum. The practice of chewing gum does not portray decency.
5. **Show respect to all persons:** You should especially respect your lecturers, office staff, respect time and deadlines (e.g. if you have been given deadline for payment of your school fees and registration, you must obey such).
6. **Many students are very noisy in the class:** You must learn to avoid such noisy behaviour in classrooms, even around you wherever you are. Noise is not synonymous with discipline.
7. **Always be orderly wherever you are:** the culture of queuing and orderliness is worth practicing.
8. **Honesty is the soul of academics:** therefore you must be honest, reliable and trustworthy. You must not defraud anyone, no matter in which way. For instance, if your class is 12 noon and the class before yours is 10am, if you decide to go and sit in the class at 10am, if you decide to go and sit in the class at 10am., pretending to be one of the students for that class just to secure space, while you deprive the actual persons seats, you are being fraudulent and unjust, therefore not honest. We must be fair in all dealings.
9. **Do not be quarrelsome of aggressive:** hostility will not get you anywhere. Try to be friendly with persons you come across with. You must not necessarily be a friend to everyone you must, but you can be friendly at least. You must not threaten anyone, neither should use immediate any. In addition, fighting is prohibited.
10. **Learn to be tolerant of other people:** You must not agree with the beliefs and opinions of others, but you have to be tolerant, knowing that all persons cannot reason the same way. You have to tolerate other people on the basis of beliefs, opinions, religion, political and social affiliations, tribe and sex.

Finally, the Faculty of Education has a dress code which is mandatory to all the students including all students of the Department of Business Education. Failure to abide by this rule is subject to an offence punishable under a penalty to be determined by the Departmental Board of Studies. For avoidance of doubt, students are to wear

their purple on black uniform every Monday, Thursday and ceremonial days. Note that there is no wearing of Jeans, T-shirt, sandals, face cap, clothes that will expose your body.

**LIST OF LECTURERS TEACHING BUSINESS EDUCATION STUDENTS IN
THE DEPARTMENT OF BUSINESS EDUCATION, AMBROSE ALLI
UNIVERSITY, EKPOMA**

LIST OF ACADEMIC STAFF TEACHING IN BUSINESS EDUCATION (A)

S/N	Name of Staff	Educational Qualification	Area of Specialization	Present Rank
1	Dr. Mrs. Imeokparia, P. O	N.C.E., B.Sc (Ed), M.Ed., Ph.D	Business Education (OTM)	Ag. HOD/Senior Lecturer
2	Dr. F. O. Ohiwerei	N.C.E (Sec)., B.Sc (Ed) (Bus. Edu)., M.Ed (Bus Edu)., Ph.D.(Office Edu), Dip. Comp. LSJ	Business Education (OTM)	Senior Lecturer
3	Dr. K. Ediagbonya	B.Sc (Ed)., M.Ed., Ph.D	Business Education (OTM)	Lecturer II
4	Dr. F. E. Abanyam	N.C.E., B.Ed., M.Ed., Ph.D	Business Education (Marketing)	Lecturer II
5	Mr. C. I. Uloko	N.C.E., B.Sc (Ed)., M.Ed.	Business Education (Accounting)	Assistant Lecturer

LIST OF FACULTY LECTURERS TEACHING IN BUSINESS EDUCATION (B)

S/N	Name of Staff	Educational Qualification	Present Rank	Area of Specialization
1	Prof. R. O. A. Aluede	B.Ed., M.Ed., Ph.D	Professor	Education
2	Prof. Oyaziwo Aluede	B.Ed, M.Ed., Ph.D	Professor	Education
3	Prof. (Mrs.). E. O. Omoriegie	B.Ed. M.Ed., Ph.D.	Professor	Education
4	Prof. E. O. Imhanlahimi	B.Ed., M.Ed., Ph.D	Professor	Education
5	Prof. L. I. Aguele	N.C.E., B.Ed., M.Ed., Ph.D	Professor	Education
6	Prof. I. O. C. Adomeh	B.S.T., M.Ed., Ph.D.	Professor	Education
7	Prof. A. I. Ojugo	B.Ed., M.Ed., Ph.D	Professor	Education
8	Prof. (Mrs.) O. C. Otote	B.Ed., M.Ed., Ph.D	Professor	Education
9	Prof. Don Omoike	B.Ed., M.Ed., Ph.D.	Professor	Education
10	Prof. P. Uhunmuavbi	B.Ed., M.Ed., Ph.D.	Professor	Education
11	Dr. Mrs. Afen-Akpaida	B.Ed., M.Ed., Ph.D.	Reader	Education
12	Dr. Mrs. R. I. Osarenren-Osaghae	B.Ed., M.Ed., Ph.D.	Reader	Education
13	Dr. Mrs. J. Eimuhi	B.Ed., M.Ed., Ph.D.	Reader	Education
14	Dr. B. O. Jimoh	B.Ed., M.Ed., Ph.D.	Reader	Education
15	Dr. P. A. Arhedo	N.C.E., B.Ed., M.Ed., Ph.D.	Senior Lecturer	Education
16	Dr. H. Ibhafidon	B.Ed., M.Ed., Ph.D.	Senior Lecturer	Education
17	Dr. Mrs. P. J. Solomon- Alufohai	B.Ed., M.Ed., Ph.D.	Senior Lecturer	Education

18	Dr. Mrs. B. O. Ehigbor	B.Ed., M.Ed., Ph.D.	Senior Lecturer	Education
19	Dr. Mrs. P. E. Onolemhenhen	B.Ed., M.Ed., Ph.D.	Senior Lecturer	Education
20	Mr. E. O. Onoguere	B.Ed., M.Ed.	Lecturer I	Education
21	Dr. S. O. Ehiaguina	B.Ed., M.Ed., Ph.D.	Lecturer II	Education
22	Dr. O. A. Osumah	B.Ed., M.Ed., Ph.D.	Lecturer II	Education
23	Rev. Fr. Dr. O. S. Imhangbe	B. A(Ed)., M.Ed., Ph.D.	Lecturer II	Education
24	Dr. P. Ebhomien	B.Sc., M.Ed., Ph.D.	Lecturer II	Education
25	Dr. J. Ofeimu	B.Ed., M.Ed., Ph.D.	Lecturer II	Education
26	Dr. Mrs. M. Isabu	B.Ed., M.Ed., Ph.D.	Lecturer II	Education
27	Dr. Mrs. M. Okosun	B.Ed., M.Ed., Ph.D.	Lecturer II	Education
28	Dr. Mrs. M. Asika	B.Ed., M.Ed., Ph.D.	Lecturer II	Education
29	Mrs. V. Ojo-Maliki	B.Ed., M.Ed.	Lecturer II	Education
30	Mrs. B. Azelama	B.Sc., PGDE., M.Ed.	Assistant Lecturer	Education
31	Mrs. T. Asekomhe	B.Ed., M.Ed.	Assistant Lecturer	Education
32	Mrs. O. M. Aiwuyor	HND., PGD., M.Ed.	Assistant Lecturer	Education
33	Mr. E. Anolu	B.Ed., M.Ed.	Assistant Lecturer	Education
34	Mrs. J. Agbojie	B.Ed., M.Ed.	Assistant Lecturer	Education

LIST OF ACADEMIC STAFF FROM OTHER FACULTIES SERVICING THE DEPARTMENT (C)

S/N	Name of Staff	Educational Qualification	Present Rank	Area of Specialization
1	Prof. S. O. Onwuka	M.Sc. Ph.D	Professor	Economics
2	Prof. J. O. Imahe	B.Sc., M.Sc., Ph.D	Professor	Economics
3	Prof. L. Okosodo	B.Sc., M.Sc., Ph.D	Professor	Economics
4	Prof. F. O. Ikpotokin	B.Sc., M.Sc., Ph.D	Professor	Computer Science
5	Prof. S. E. Nnebe	B.Sc., M.Sc., Ph.D	Professor	Computer Science
6	Prof. O. M. Aigbokhaevbolo	B.Sc., MBA., Ph.D, AMNIM, ACTI, CAN	Professor	Accounting
7	Dr. A. O. Arowoshegbe	B.Sc., MBA, CPA, AMNIM, Ph.D	Reader	Accounting
8	Dr. L. A. Ibadin	B.Sc., M.Sc., MBA, CPA, AMNIM	Senior Lecturer	Accounting
9	Dr. N. A. Omoregie	B.Sc., M.Sc., MBA, PhD	Senior Lecturer	Accounting
10	Dr. R. I. Oghuma	B.Sc., MBA, FCA, ACTI, Ph.D	Senior Lecturer	Accounting
11	Mr. A. O. Okolie	B.Sc., M.Sc., MBA, ACA	Senior Lecturer	Accounting
12	Mr. C. Ofanson	B.Sc., M.Sc.	Assistant Lecturer	Accounting
13	Mr. P. Isabu	B.Sc., M.Sc.	Assistant Lecturer	Accounting
14	Barr. B. Ojealoro	LL.B., BL., LL.M	Senior Lecturer	Law (Business Law)
15	Mr. P. A. Aliga	B.Sc., M.Sc.	Lecturer I	Computer Science

LABORATORY STAFF

S/No.	NAME	QUALIFICATION	STATUS
1.	Mr. Christopher. I. Okosun	B.Sc (Ed)	Instructor II

NON TEACHING STAFF

S/N	NAMES	QUALIFICATIONS	STATUS
1.	Mrs. UNUBUN, Lydia Aimimereobhiye	SSCE 2005; 50 WPM Adv. 2011. 100/120 WPM Adv. 2012; WASSCE 2013; 2015	Conf. Secretary I
2.	Mrs. OKHUELEIGBE, Caroline Uleomo	PSLC 1978; WAEC 2002; O. G. D 2008; WASSCE 2011	Higher Executive Officer
3.	Mrs. OYAKHIRE, Agatha	PSLC 1984; WASSCE 2007	Senior Messenger

PREAMBLE

The quest for the utilization of information and communication technology and entrepreneurship coupled with the on-going changes in the world of work and the implementation of best practices in Education especially as observed in other world class universities. The National Universities Commission has mandated all Nigerian Universities to review their courses as a requirement for accreditation of programmes in order to meet up with this challenge. This is aimed at improving the quality and standard of Nigerian University graduates in the 21st century.

**Programme Title: B.Sc. Business Education (Accounting Option)
B.Sc. Business Education (Office Technology and Management Option)**

GENERAL

Business education programme provide high calibre professionals in the teaching of Accounting and Office Technology and Management and other business areas.

GUIDELINES OF THE COURSE SYSTEM

- 1. CORE COURSES (C):** These are courses within the discipline which must be taken and passed.
- 2. REQUIRED COURSE (R):** These are courses outside the discipline which must be taken on the advice of the Department and passed.
- 3. GENERAL STUDIES COURSES (G):** These are courses of the General Studies Programme which must be taken and passed.
- 4. ELECTIVE COURSES (E):** These are courses within or outside the discipline that are to be taken to meet the requirements of a particular degree programme but need not be passed.
- 5. PRE-REQUISITE COURSES:** Pre-requisite courses are courses the knowledge of which is needed prior to the taking of other specified courses. A student is deemed to have obtained this pre-requisite knowledge if he/she obtains a mark not less than 30% but will not be credited with any units in the course concerned except he/she scores a minimum of 45%. This particular clause is without prejudice to Faculty requirements.

II. COURSE ASSESSMENT:

- Every course assessment must consist of continuous assessment
- (between 20% and 40%) and course examination (between 60% and 80%).
- The pass mark for every course assessment is 45%.
- The grading system is as follows:

Scores	Grade	Grade Point
70-100	A	5
60-69	B	4
50-59	C	3
45-49	D	2
0-44	F	0

However, the university has started implementing NUC new grading system with effect from 2013/2014 session.

- (e) Students' results are to be prepared at the end of every session reflecting the units taken, the units passed (accumulated) and the semester's G.P.A.
- (f) At the end of every session students' results are prepared reflecting the units taken during the session, the units passed during the session, the cumulative Grade point average (CGPA), the courses failed for the session and the over-all result of proceeding, on probation or withdrawal from the (degree) programme.
- (g) At the end of the degree programme students' results are prepared reflecting total units registered in the programme, total units passed in the programme, CGPA. Courses failed and degree classification according to the following scheme.

CGPA	CLASS OF DEGREE
4.50-5.0	First Class
3.50-4.49	2 nd Class Upper
2.40-3.49	2 nd Class Lower
1.50-2.39	Third Class
Less Than 1.00	Fail

This is for the old students.

- (h) The CGPA for a student is determined in the following manner:
 - (i) For each session the weighted grade point is obtained for each course as the product of the grade point and the units for the course.
 - (ii) The total weighted grade points and the total units are obtained for each session.
 - (iii) The sum of the total weighted grade points for all the sessions and the sum of the total units for all the sessions are calculated to give the cumulative weighted grade points and the cumulative units respectively.
 - (ii) On dividing the cumulative weighted grade points by the cumulative units one obtains the cumulative Grade Point Average (CGPA).
 - (h) As an example consider a student who takes seven courses in a session with the following details:

	Units (a)	Mark (B)	Grade (c)	Grade Point (d)	Weighted Grade Point (a) x (d)
Course 1	3	62	B	4	12
Course 2	3	51	C	3	9
Course 3	3	42	F	0	0
Course 4	2	33	F	0	0
Course 5	3	45	D	2	6
Course 6	2	52	C	3	6

Course 7	3	42	F	0	0
					33

(ii) If a student has the following results over four sessions:

Then cumulative weighted grade point = 284

Cumulative Units = 164

Hence, CGPA = 1.73

The student will therefore come up in the third class degree classification.

“ There is no reference in any course examination.

“ There is no repeat in the course system. Therefore a student cannot re-register for a course already passed.

“ A student must accumulate at least 30 units per level before graduation.

“ There is no weighting of sessional GPA in the computation of CGPA.

“ In the computation of the CGPA all courses taken in the session will be used, and therefore no course will be disregarded or discountenanced.

PROBATION:

1. A student who makes a CGPA of 1.50 or more at the end of the session will proceed to the next level of the degree programmed for which he is registered.
2. A student who makes a CGPA of less than 1.50 at the end of the session will be on probation for the following session to enable him/her improve on the CGPA. During that session he must register for the appropriate core-courses, required courses and GST courses which he/she has not passed, and any other courses for which he/she has the pre-requisites.
3. A student on probation during a session who makes a CGPA of less than 1.50 during that session must withdraw from the degree programme for which he is registered.
4. If the student changes to a new degree programme and obtains a CGPA of less than 1.50 in the new degree programme he/she will again be on probation. If however he obtains a CGPA of less than 1.50 a second time in the new degree programme he/she will be asked to withdraw from the University.

TRANSFER:

1. Every student seeking transfer from one degree programme to another must complete the necessary forms within the stipulated time.
2. All courses taken in the previous degree programme will be used for the computation of the CGPA for the new degree programme.
3. All regulations in respect of the new degree programme concerning core courses, required courses, etc., must be met before graduation.

The Department offers the following Degree Programmes:

B.Sc (Ed) Business Education with options in:

- i. Accounting Education
- ii. Office Technology and Management Education

Philosophy: There is ever increasing demand for highly qualified teachers in Nigeria. The aim of the faculty is therefore to produce academically and professionally qualified teachers and administrators for the post-primary, post-secondary institutions and other education sectors as well as development of the individual student teachers to make them effective business teachers, and high calibre professionals in business establishments. The department

shall prepare students for the award of B.Sc. Business Education, Accounting/OTM Degree of this University. The programme shall acquaint the students with basic theoretical and practical tools and techniques required for their future professional work in teaching and industries.

Objectives: The programmes are designed to achieve the following objectives:

- i. To produce graduates who can teach effectively at the junior and senior secondary schools and tertiary institutions;
- ii. To enable them to fit into administrative cadre in government and in institutions of higher learning;
- iii. To acquire skills and competence required for self-reliance and self-employment if the need arises;
- iv. To produce manpower endowed with analytical and critical knowledge of the major factors in contemporary business world to influence the development of a virile economy;
- v. It is to provide a course of instruction and all necessary facilities and exposure for the pursuit and acquisition of learning and knowledge for services to humanity;
- vi. It shall also provide adequate educational foundation for interested graduates to pursue higher degree in business education or other relevant areas in education.

Admission Requirements:

In addition to the general University requirements, the following regulations shall apply to the admission of students into the Department.

A. UME – Four-Year Programme

A candidate must possess at least five credits passes in the senior secondary School Certificate Examination (SSCE), or NECO, or NABTEB or Teachers' Grade II or its equivalent certificate recognized by Senate of Ambrose Alli university in not more than two sittings. The credit passes must include Mathematics, English Language, Economics or Commerce or Civic Education and two other subjects.

B Direct Entry Requirement (3 Years Programme)

This is a three – year programme. Candidates must possess one of the following:

- i Passes at merit level n at least two subjects in the N.C.E. with G. C. E. O/L credit or its equivalent in five subjects, excluding teaching practice, but must include English Language Mathematics and Economics or Commerce or Civic Education.

- ii Passes in two relevant subjects at A/L with G. C. E., O/L credit or its equivalent in five relevant subjects, at not more than two sittings.
- iii Passes at merit level in a relevant Diploma programme of Ambrose Alli University or any other recognized by senate, in addition to UME requirements.

Programme Structure

The University courses are common core courses offered by all students of the University and domiciled in the General Studies Unit. These courses are shown below:

BUSINESS EDUCATION PROGRAMMES

In view of the recent information and communication technology, there is the need to change the nomenclature of Secretarial Education to Office Technology and Management Education.

Business education is the umbrella name that housed the following sub-units:

1. Accounting Education
2. Office Technology and Management Education

COURSE: Business Education (Accounting)

LEVEL: 100

FIRST SEMESTER

COURSE CODE	TITLE	UNITS	
EDU 100	Introduction to Teaching Profession	2	C
EDU 101	History of Education	2	C
EDU 102	Developmental Psychology	2	C
ECO 103	Introduction to Mathematics for Economist I	3	C
GST 101	Use of English and Library	4	C
GST 102	Philosophy and Logic	2	C
CSC 101	Introduction to Computer Science	2	C
ACC 101	Principles of Accounting	3	C
ECO 101	Economics Principles I	<u>3</u>	C
TOTAL		<u>23</u>	

SECOND SEMESTER

EDU 111	Introduction to Social Studies Education	2	C
GST 111	Nigerian People and Culture	2	C
GST 112	History and Philosophy of Education	2	C
BED 111	Office Practice	2	C
BED 114	Fundamentals of Business in Education	3	C
ACC 111	Principles of Accounting II	3	C
ECO 111	Economics Principle II	<u>3</u>	C
TOTAL		<u>17</u>	

EDU 114	Introduction to Adult Education	2	E
EDU 115	Introduction to Special Education	<u>2</u>	E
		<u>4</u>	

At least one elective

GRAND TOTAL 23 + 21 = 44

COURSE: Business Education (Accounting)
LEVEL: 200

FIRST SEMESTER

COURSE CODE	TITLE	UNITS	
EDU 201	Philosophy of Education	2	C
EDU 202	Curriculum and Instruction	2	C
ENT 201	Entrepreneurship Education I	2	C
ECO 201	Micro-Economics I	2	C
ACC 208	Business law	2	C
ACC 201	Financial Accounting I	<u>3</u>	C
TOTAL		<u>13</u>	

FOR DIRECT ENTRY (They add these)

GST 101	Use of English and Library	4	
GST 102	Philosophy and Logic	2	
CSC 101	Introduction to Computer Science	<u>2</u>	
Grand Total		<u>8</u>	
		<u>21</u>	

SECOND SEMESTER

EDU 211	Subject Methodology	3	C
EDU 212	Measurement and Evaluation	3	C
EDU 213	Sociology of Education	2	C
EDU 312	Research Method and Data Processing	3	C
GST 222	Peace and Conflict Resolution	2	C
ENT 211	Entrepreneurship Education II	2	C
ACC 211	Financial Accounting	3	C
ACC 213	Cost Accounting II	<u>3</u>	C
TOTAL		<u>21</u>	

FOR DIRECT ENTRY (They add these)

GST 111	Nigerian People and Culture	2	C
GST 112	History and Philosophy of Science	<u>2</u>	C
Grand Total		<u>4</u>	
		<u>25</u>	

Normal Entry	13 + 21 =	34
Direct Entry	21 + 25 =	46

COURSE: Business Education (Accounting)

LEVEL: 300

FIRST SEMESTER

COURSE CODE	TITLE	UNITS	
EDU 300	Teaching Practice	3	C
EDU 301	Educational Administration and Planning	2	C
EDU 302	Educational Technology	2	C
BED 304	Business Machine	2	C
ACC 301	Intermediate Finance Accounting I	3	C
ACC 303	Elements of Management	2	C
ACC 304	Public Finance	3	C
ACC 306	Company Law	3	C
ACC 307	Banking and Finance	3	C
ACC 317	Quantitative Analysis for Business Decision	3	C
VTE 301	VTE in Nigeria and other countries	2	C
VTE 308	Computer Technology	<u>2</u>	C
	TOTAL	<u>30</u>	

SECOND SEMESTER

VTE 311	Student Industrial Work Experience	<u>15</u>	C
	GRAND TOTAL	30 + 15 = 45	

COURSE: Business Education (Accounting)
LEVEL: 400

FIRST SEMESTER

COURSE CODE	TITLE	UNITS	
EDU 400	Research Project/Seminar	6	C
EDU 401	Practical Teaching	3	C
EDU 402	Guidance and Counseling	2	C
EDU 403	Continuous Assessment	2	C
ACC 402	Auditing and Investigation	3	C
ACC 404	Public Sector Accounting	3	C
BED 403	Human Resource Management	<u>3</u>	C
	TOTAL	<u>22</u>	

SECOND SEMESTER

EDU 311	Educational Psychology	2	C
EDU 411	Organization of Primary and Secondary Education	2	C
EDU 413	Comparative Education	2	C
BED 415	Business Communication	3	C
ACC 412	Management Accounting	3	C
ACC 414	Financial Management	3	C
ACC 415	Management Information System	<u>3</u>	C
	TOTAL	<u>18</u>	

GRAND TOTAL 22 + 18 = 40

COURSE: OFFICE TECHNOLOGY AND MANAGEMENT EDUCATION

LEVEL: 100

FIRST SEMESTER

COURSE CODE	TITLE	UNITS	
EDU 100	Introduction to Teaching Profession	2	C
EDU 101	History of Education	2	C
EDU 102	Developmental Psychology	2	C
GST 101	Use of English and Library	4	C
GST 102	Philosophy and Logic	2	C
CSC 101	Introduction to Computer Science	2	C
BED 101	Shorthand I	3	C
BED 102	Typewriting I	3	C
ACC 101	Principles of Accounting	<u>3</u>	C
	TOTAL	<u>23</u>	

SECOND SEMESTER

EDU 111	Introduction to Social Studies Education	2	C
GST 111	Nigerian People and Culture	2	C
GST 112	History and Philosophy of Education	2	C
BED 111	Office Practice	2	C
BED 112	Shorthand II	3	C
BED 113	Typewriting II	3	C
BED 114	Introduction to Business	3	C
ACC 111	Principles of Accounting II	<u>3</u>	C
	TOTAL	<u>20</u>	

EDU 114	Introduction to Adult Education	2	E
EDU 115	Introduction to Special Education	<u>2</u>	E

At least one elective

4

GRAND TOTAL 23 + 24 = 47

COURSE: Business Education (Office Technology and Management)

LEVEL: 200

FIRST SEMESTER

COURSE

COURSE CODE	TITLE	UNITS	
EDU 201	Philosophy of Education	2	C
EDU 202	Curriculum and Instruction	2	C
ENT 201	Entrepreneurship Education I	2	C
BED 201	Intermediate Shorthand I	2	C
BED 202	Intermediate Typewriting I	2	C
BED 203	Planning/Organization Office Operations I	2	C
BED 205	Business Communication I	2	C
ACC 208	Business Law	<u>2</u>	C
	TOTAL	<u>16</u>	

FOR DIRECT ENTRY (They add these)

GST 101	Use of English and Library	4	
GST 102	Philosophy and Logic	2	
CSC 101	Introduction to Computer Science	<u>2</u>	
		<u>8</u>	
	Grand Total	16 + 8 =	24

SECOND SEMESTER

EDU 211	Subject Methodology	3	C
EDU 212	Measurement and Evaluation	3	C
EDU 213	Sociology of Education	2	C
EDU 312	Research Method and Data Processing	3	C
GST 222	Peace and Conflict Resolution	2	C
ENT 211	Entrepreneurship Education II	2	C
BED 211	Intermediate Shorthand II	2	C
BED 212	Intermediate Typewriting II	<u>2</u>	C
	TOTAL	<u>19</u>	

FOR DIRECT ENTRY (They add these)

GST 111	Nigerian People and Culture	2	C
GST 112	History and Philosophy of Science	<u>2</u>	C
		<u>4</u>	
	Grand Total	<u>23</u>	

Normal Entry	16 + 19	=	35
Direct Entry	24 + 23	=	47

COURSE: Business Education (Office Technology and Management)

LEVEL: 300

FIRST SEMESTER

COURSE CODE	TITLE	UNITS	
EDU 300	Teaching Practice	3	C
EDU 301	Educational Administration and Planning	2	C
EDU 302	Educational Technology	2	C
VTE 301	VTE in Nigeria and other countries	2	C
VTE 308	Computer Technology	2	C
BED 301	Advanced Shorthand II	3	C
BED 302	Word Processing I	3	C
BED 303	Record Management I	3	C
BED 304	Business Machine	2	C
ACC 306	Company Law	<u>3</u>	C
	TOTAL	<u>25</u>	

SECOND SEMESTER

VTE 311	Student Industrial Work Experience Scheme	<u>15</u>	C
	GRAND TOTAL	25 + 15	= 40

COURSE: Business Education (Office Technology and Management)

LEVEL: 400

FIRST SEMESTER

COURSE CODE	TITLE	UNITS	
EDU 400	Research Project/Seminar	6	C
EDU 401	Practical Teaching	3	C
EDU 402	Guidance and Counseling	2	C
EDU 403	Continuous Assessment	2	C
BED 401	Office Dictation I	3	C
BED 402	Introduction to Desk Publishing	3	C
BED 403	Human Resource Management	<u>3</u>	C
	TOTAL	<u>22</u>	

SECOND SEMESTER

EDU 311	Educational Psychology	2	C
EDU 411	Organization of Primary and Secondary Education	2	C
EDU 413	Comparative Education	2	C
BED 411	Office Dictation II	3	C
BED 412	Word Processing II	3	C
BED 413	Record Management II	3	C
ACC 415	Management Information System	<u>3</u>	C
	TOTAL	<u>18</u>	

GRAND TOTAL 22 + 18 = 40

COURSE DESCRIPTION BUSINESS EDUCATION

FIRST SEMESTER 100 LEVEL

CSC 101: Introduction To Computer Science (2 UNITS)

History of computer, functional components of computers, characteristic of a computer, data representation (Number systems and character representation). Basic computer algorithm, pseudo codes, flow-charts. Introduction to information technology, introduction to BASIC programming languages, overview of computer applications.

ACC 101: Principle of Accounting I (2 UNITS)

History and development of accounting discipline, Nature and purpose of accounting: the accounting process, Accounting equation. Accounting concepts, procedures and practices. Theory and mechanics of double entry system; Book of accounts including Cash Books; Trial balance, Worksheets; Errors and their corrections preparation of simple final account without adjustments.

BED 101: Introduction To Shorthand I (3 UNITS)

At the end of this course, the students should be able to write a passage of 1.4 syllabic intensity dictated at 40 wpm for three minutes and transcribe with a minimum of 95% accuracy.

To achieve this object, the student (1) must master the principles and techniques in each chapter of Pitman New Course Textbook and (2) should develop a minimum shorthand writing speed of 50 wpm.

BED 102: Typewriting (Keyboarding) I (3 UNITS)

This course is to equip the students with the ability to use the typewriter keyboard and to be able to type at the speed of 25 wpm for five minutes a passage of not less than five strokes intensity per word.

To achieve this objective, the students should, among other things, (1) know the names and functions of the basic typewriter parts, (2) understand the keyboard and (3) develop speed using appropriate skills.

ECO 101: Economic Principles I (2 UNITS)

The basic problems of scarcity and choice. Elementary tools of economic analysis. Demand, Supply and Price; theory of consumer behaviour, theory of consumer behaviour, theory of the firm; theory of distribution.

SECOND SEMESTER 100 LEVEL

ACC 111: Principles of Accounting II (2 UNITS)

Pre-requisite ACC 101

Review of ACC 101: Adjustments including Accruals and prepayments; capitals and revenue; depreciation, methods of providing for it and related accounting theory including SAS 9 : stock, methods of valuation and related accounting theory including SAS 4; preparation and presentation of trading and profit and loss account of sole traders in T-Form, preparation and preparation of accounts from incomplete records; method of recording account date: manual mechanical and electronics.

ECO 111: Economic Principles II (2 UNITS)

National income accounting including elementary models of income and employment; Money an banking; public Finance; International trade and payment; Development Planning and Plans.

BED 111: Office Practice (3 UNITS)

This course is designed to equip students with office practice. Meaning of office, functions of the office, functions of the office. The dynamism of the office, the manual office or traditional office, the transition office, the modern office or the state-of-the art-office. The importance of the office; the types of office, open and closed offices. The merit and demerit of both open and closed offices. Factors to be considered in office planning and layout. Maintaining human relationship in an office. Office handbook and official positions as well as organizational chart. Various sections of the office and their functions. Functions of all office workers, office forms, etc.

BED 112: Introduction to Shorthand II (3 UNITS)

This course is to increase the shorthand theory knowledge and speed of the student, to be able to write a passage of 1.4 syllabic intensity dictated at 60 wpm for three minutes and to transcribe with a minimum of 90% accuracy.

To achieve this purpose, the students should (1) revise shorthand theories, short-forms, phrases and intersections, and (2) develop their writing speed to 70 wpm.

BED 113: Typewriting (Keyboarding) II (3 UNITS)

To further develop students' ability to use the typewritten keyboard and to be able to type at the speed of 25 wpm for 10 minutes a passage of not less than five strikes intensity per word.

To achieve this purpose, the students should know (1) the various sizes of paper, (2) the use of lines spacing (3) simple printers correction sign, (4) how to proofread, and (5) how to acquire speed using appropriate skills.

BED 114: Fundamentals of Business in Education (3 UNITS)

A Survey and general knowledge of functional area in business, elementary concepts of marketing production management: personnel management, accounting and finance.

FIRST SEMESTER 200 LEVEL

BED 201: Intermediate Shorthand I (3 UNITS)

This course is to develop the shorthand ability of the students to write at 80 wpm a passage of 1.4 syllabic intensity dictated to three minutes and be able to transcribe with a minimum of 95% accuracy.

To achieve this purpose the students should (1) continue shorthand theory and technique revision and (2) increase speed development to be write dictated matters at 90 wpm and transcribe into mailable form.

BED 202: Intermediate Typewriting I (3 UNITS)

To equip the students with the ability to type day-to-day-office assignment and to acquire x copying speed of 35 wpm on passage not less than five strokes intensity per word.

To achieve this purpose, the students should know (1) the various kinds of letters-business, personal and official, (2) how to take carbon copies, (3) how to type simple tabular jobs, and (4) how to acquire the speed and accuracy of 40 wpm, etc.

BED 203: Planning and Organizing Office Operations (2 UNITS)

This course is to introduce the students to Administrative Office Management and to equip them with the ability to plan and organize administrative office operations.

To achieve this objective, the students should know (1) the information management concept of the office, (2) Automation and the information function and (3) the principles of planning and organizing office operations. (4) space management in the office (5) Furniture and Equipment Office Environment and (6) Psycho-physiological Office-Environment etc.

ECO 201: Microeconomics I (Prerequisite ECO 101) (2 UNITS)

Microeconomics theory: problem of scarce resources and allocation of resources in product and factor markets with application to Nigerian and other economics, equilibrium concept, possibility of disequilibrium, partial equilibrium and general equilibrium analyses. Supply and general theory, Cobwebs theory.

ACC 201: Financial Accounting I (2 UNITS)

Pre-requisite ACC 101, ACC111

Review of ACC 111, control accounts and incomplete records, preparation and presentation of final accounts of non-commercial organizations such as clubs, societies, trade unions, churches, mosques, etc. Reserve and provisions; accounting treatment of fixed assets and current assets based on SAS 3; introduction to partnership accounts including the final accounts changes in partnership: Admission/death/retirement of partners including treatment of Goodwill, dissolution of partnership; placement realization partnership: Joint/Venture Accounts and Manufacturing Accounts.

ACC 204: Business Finance I (2 UNITS)

The finance function, the scope of objectives and management of finance department and its role in an organization development of financial policies, system and procedures. Types and sources of funds, inventory management, management of debtors, cash budgeting, risk and security capital analysis.

ACC 208: Business Law I (2 UNITS)

The Nigerian Legal System, sources of Nigerian Law, division of powers between the Federal and State Governments, status law (its legislations and interpretations, history and development of common law and equity laws), hierarchy of Nigeria law Courts, main law officers, distinction between civil and criminal liability the nature of tort, the basic and extent of liability in tort, remedies, the difference between real and personal property and the various types of interest in their legal person, corporate personalities of the device of ultra view of contrast, law of commercial agency.

SECOND SEMESTER 200 LEVEL

ACC 213: Cost Accounting (2 UNITS)

Preparation of accounts where costing and financial accounting are combined and where they are separated reconciliation of financial and cost accounts records. Methods of costing: Job, batch, contract, operation, products and process costing apportionment of joint cost. Treatment of scraps, wastes, normal and abnormal losses and gains. Principles of equivalent production units. Evaluation of process stock using FIFO, LIFO and average prices. Funds flow statement, break-even analysis, financial ratio analysis, Mathematics of Finance, capital budgeting (under certainty), cash flow forecasts, Techniques for project evaluations. Determination of cost of capital, capital structure theories, capital market institutions and regulatory agencies, the market for new issue, the secondary market lease financing.

ACC 214: Business Financial II (2 UNITS)

Working capital management: Source of short-term funds, optional working capital level and its application to the control credit facility inventory/stock management; cash and short-term securities management debt functioning back loan and overdraft. Management of long term finance: determination of cost of capital optional structure, capital market institution and regulatory agency the market for new issues and methods of issue the secondary market lease financing.

BED 211: Intermediate Shorthand II (3 UNITS)

This course is to develop in the students the ability to write shorthand at 80 wpm, two varied passage of 1.4 syllabic intensity for three minutes each and to be able to transcribe with a minimum of 95% accuracy.

To achieve this, the students should continue systematic theory revision and speed development to be able to write at 90 wpm and transcribe into mailable form.

BED 212: Intermediate Typewriting II (3 UNITS)

To increase the students ability to type effectively the various office jobs and to acquire a coping speed of 40 wpm for ten minutes on passage of not less than five strokes intensity per word.

To achieve this purpose, the students should know (1) Printers Correction Signs and Standards Abbreviations (2) How to type Advanced Manuscript (3) How to produce Mailable Document and (4) How to acquire speed and accuracy of 50 wpm.

ACCOUNTING EDUCATION

FIRST SEMESTER 300 LEVEL

ACC 301: Intermediate Financial Accounting I (3 UNITS)

Pre-requisite ACC 201, ACC 211.

Review of ACC 211, Branch Accounts excluding foreign Branches; Hire purchase; introduction to Company Accounts including Statutory Books and returns, Pre-incorporation, profits, posts incorporation profit and formation expenses. Issue of shares and debenture, redemption of shares and debentures Statement of Accounting Standards (SAS) and International Accounting Standards (IAS) relevant to Company Account and reports; Treatment of taxation in Accounts including deferred taxation. Profit and loss accounts of companies both for internal/use and publication.

ACC 303: Elements of Management (2 UNITS)

Theories and principles of organizational structure. Relationship between organization objectives and structure. Centralization, decentralization, line and staff relationships, determinants of organization structure. Organizational change. The social theory of the firm, formal and informal organization leadership motivation, attitudes and values of management in Nigeria inter group relations.

ACC 304: Public Finance (2 UNITS)

Objectives of public finance; the social necessity of government participation in the economy, measure of national income, the Keynesian the theory. The scope and development of public finance services government revenue and uses of government funds. Different from of taxation and expenditure and their implication for membership of ECOWAS, management of the public debt and its consequence for the economy. Finance of local government. The need for government to regulate undesirable effects of market forces. Fiscal and monetary policy and their instrument. Types of state enterprises. Subsidies, grant and public sector prices. Appraisal of public project, services and economic performance. The theory of second best and the issue of X-inefficiency.

ACC 306 Company Law (2 UNITS)

Types of companies, company function procedure and documentation, issue and transfer of shares, shares versus debentures, member of meeting and resolution, duties officers/directors; secretaries, auditors etc prospectus and statutory books, profits available

for distribution, holding and subsidiary companies powers and duties of liquidators, secretarial practices provisions relations to disclosure in corporate accounts, reconstructions, amalgamations and take-over Companies Acts of 1990 (as amended).

ACC 307: Banking and Finance (2 UNITS)

Basic concepts of money: nature types of functions of money, the historical development of banking. Banking in history in Nigeria, types of banks, the structure of the Nigerian banking system, role of banks in economic development, sources of banks finance, credit creation by banks, role of banks in influencing money supply, the regulatory work of the Central Bank of Nigeria. The Banking Act of 1968. Banking in the SAP years and beyond, banking developments in the parts of the world.

ACC 308: Quantitative Analysis for Business Decision (2 UNITS)

Use of algebra and geometric models of represent accounting, economic and business concept, investment marketing and primary models, break-over analysis, cost revenue and prospect functioning, linear programming, mathematics or finances, simple interest compound interest sinking funds, annuities; DCF, NPV and IRR; Operational Research; dimension theory, inventory control, mathematic programming project network analysis, replacement theory, queue theory, learning curve theory, marko chains, simultaneous and sensitivity analysis, optimization techniques and financial models.

SECOND SEMESTER 300 LEVEL

VTE 311: Students Industrial Work Experience Scheme (SIWES) (15 UNITS)

SIWES is a six months programme in which students are placed in industries or business establishment for the purpose of training on the job.

FIRST SEMESTER 400 LEVEL

ACC 402: Accounting and Investigation II (3 UNITS)

Audit evidence: Techniques and procedure including computer assisted techniques, audit report, quality control review of financial statements, ethics, special engagements and investigations.

ACC 404: Public Sector Accounting (3 UNITS)

Distinction between public and private sector accounting and between public and private sector accounting and between self accounting and non-self accounting units, legal framework of government accounting, fund accounting principles and their application by Nigeria government, the theory and practice of government accounting, financial control procedure budgeting principles and practice, government financial reporting, fraud techniques in government, accounts of government institutions like hospitals, universities, polytechnics, corporations, River Basin Authorities, etc.

SECOND SEMESTER 400 LEVEL

ACC 412: Management Accounting (3 UNITS)

Nature and objective of management accounting, organization of management accounting departments capacity decision using marginal and direct costing, break-even analysis etc. Budgeting and budgetary control, application of qualitative techniques e.g. statistical methods such as least squares, standard definition, correlation regression etc. capital investment appraisal techniques measurement of division performance and control including behavioural aspects of accounting, standard costing and various analysis.

ACC 414: Financial Management (3 UNITS)

Review of topics covered in ACC 204 and ACC 214. Dividend policy and internal financing; portfolio theory and management; efficient market hypothesis, securities valuation, risk and diversification capital asset pricing model etc., foreign currency transactions analysis and interpretation of financial statements and reports. Business failure, capital reconstruction, mergers and acquisitions.

BED 415: BUSINESS COMMUNICATION (3 UNITS)

This course is designed to equip students with communication theory and practice in oral, written and non-verbal situation – communication models. Analysis of Business communication which includes- scope of communication, source of Information, commandments of communication, Factors to consider in chosen methods of communication. Writing of business letters, memos, and business reports.

COURSE DESCRIPTION FOR OFFICE TECHNOLOGY AND MANAGEMENT EDUCATION

FIRST SEMESTER 300 LEVEL

VTE 301: VTE in Nigeria and other countries (2 UNITS)

This course is designed to equip the students with concepts in Technical and Vocational Education. To achieve this objective, the students should know (1) what Technical and Vocational Education is, (2) the rationale for Technical and Vocational Education, (3) policy and policy making for VTE, (4) organization concepts and (5) decision-making process for VTE (6) the role of the VTE teachers.

VTE 308: Computer Technology (2 UNITS)

Computer utilization for instructional purposes. Using computer to assist in teaching tutorial, drill and practice. Computer software – important parts of the computer system, the operating system, topics of programmes which affect the operating system. Modes of operation and the electrical language used by the computer (code). Cataloguing the software. Compare hardware, identification of hardware. Description, function and types of input and output devices. The control processing and storage units. Basic components and functions of a computer.

BED 301: Advanced Shorthand I (3 UNITS)

This course is to develop in the students the ability to write at 100 wpm a passage of 1.4 syllabic intensity dictated for three minutes and to be able to transcribe with a minimum of 95% accuracy.

To achieve this purpose, the students should continue shorthand theory revision and speed development to be able to take down dictated matters at 110 wpm and transcribe into mailable form.

BED 302: Word Processing I (3 UNITS)

This course will equip the students with the ability to use word processor, perform text input and editing. To produce perfect letter, memo, tubular and other office related documents.

BED 303: Records Management I(3 UNITS)

This course is designed to equip the students with the ability to manage graphic information and records services in the office. To achieve this objective, the students should know (1) records and its management.

BED 304: Business Machines (3 UNITS)

This course is designed to introduce to students the various machines that are used in office, to teach students the principles and practical involvement in the use of the various office machines and equipment. To develop students skills on the modern scientific office equipment, such as the computer, electric/manual typewriters, photocopying machine addressing machine, adding machine, stapling machine storage and handling of office machines such as usage and maintenance.

ACC 306: Company Law (2 UNITS)

Types of companies, company formation procedures and documentation, issue and transfer of shares, share versus debentures, member of meeting and resolution, duties officers/directors; secretaries, auditors, etc; prospectus and statutory books, profits available for distribution, holding and subsidiary companies; powers and duties of liquidators, secretarial practices provisions, relations to disclosure in corporate accounts, reconstruction, amalgamations and take-over, Companies Acts of 1968 (as amended), Companies and Allied Matters Decree No. 1 of 1990 (as amended).

SECOND SEMESTER 300 LEVEL

VTE 311: Students Industrial Work Experience Scheme (SIWES) (15 UNITS)

SIWES is a six months programme in which students are placed in industries or business establishment for the purpose of training on the job.

FIRST SEMESTER 400 LEVEL

BED 401: Office Dictation I Computer Transcription (2 UNITS)

To develop in the students the ability to write office dictation at 120 wpm, a passage of 1.4 syllabic dictated matters at 110 wpm and transcribe into mailable form.

To achieve this purpose, the students should continue to review specific aspects of shorthand theory, and acquire increased speeds in reading and writing shorthand, to be able to take down office style dictations and transcribe into mailable form with the use of a computer.

BED 402: Office Management (3 UNITS)

This course is intended to introduce the student-teacher to office management principles. The course focuses on the following subjects: Office organization and structure, authority relationship, staff-line management, management process and functions, office manager's functions and relationship with staff. Concept of office planning and layout, personnel management principles, wages and salary administration. Staff and recruitment, staff training and development.

BED 403: Human Resource Management (3 UNITS)

The course aims at an in-dept examination of evolution of personnel administration and its present state and of various operative functions, viz: procurement, development compensation, integration and maintenance, in management of men with special reference to Nigeria. Besides, it would explore the issue of procurement, development and motivation of managerial personnel in the context of Nigerian development activities.

SECOND SEMESTER 400 LEVEL

BED 411: Office Dictation II (3 UNITS)

To consolidate in the students the ability to write office style dictations at 120 wpm, two varied passage dictated for three minutes each and to be able to transcribe with a minimum of 95% accuracy.

To achieve this purpose, the students should continue to reverse specific aspects of shorthand theory and acquire increased speeds in reading and writing shorthand to be able to take down office style dictation and transcribe into mailable form with the use of a computer.

BED 412: Advanced Word Processing (50wpm) (3 UNITS)

Managing and using of words processes, performing text input and editing, implementing block editing commands, processing

BED 413: Record Management II (3 UNITS)

This course is designed to equip students with information and communication technology in terms of computer hardware and software concepts; computer storage devices; the internet, World Wide Web; Getting connected to the internet, Electronic mail (e-mail), creating document, retrieving or opening a document, printing, Microsoft excel, etc.

ACC 415: Management Information System (3 UNITS)

The meaning and relevant of management information systems in organization, the increasing use of computer based technique as the backbone of management information system. Computer report such as error reports and exception reports. Reports formats and form design, miscellaneous such as real time and online method service bureau, networking and non-integrated system, evaluation of costing and pricing of computer service.

COURSE DESCRIPTION OF EDUCATION COURSES**EDU 100: Introduction to Teaching Profession (2 UNITS)**

Definition of profession and teaching. Basic requirement needed in any occupation. Teaching in Nigeria and the contemporary debate on whether it is a profession or an occupation. Steps taken to professionalize teaching i.e the various educational reforms.

EDU 101: History of Education (2 UNITS)

History background and education in Nigeria, colonial educational policy, and post-independence educational reforms. The course will also ex-ray various commissions set up by colonial government as well as post-independence government to reforms educational system. And also contemporary issues and policy formulation and implementation of country educational system.

EDU 102: Developmental Psychology (2 UNITS)

Stages of child development, i.e. prenatal and post-natal development. Development during infancy, early childhood, later childhood, adolescent and adult stage. Characteristics of children at various stages of development and their implication for educational planning and implementation. Cognitive theories about these developments shall also be x-rayed.

EDU 111: Introduction to Social Study Education (2 UNITS)

The course will x-ray issues relating to man and his physical environment. It will also deal with man in relation with his social environment efforts made by man to change his physical environment as well as the effect of environment on man will be discussed. The course goes further to examine the act of government problem associated with teaching of social studies in schools and methods teaching social study.

EDU 114: Introduction to Adult Education (2 UNITS)

Historical foundation of adult education in Nigeria. Relevance of adult literacy programme in educationally background society. Adult education and community development principles involve in administration of adult and literacy programme. A critical appraisal of adult literacy programme in Nigeria

EDU 115: Introduction to Special Education (2 UNITS)

Definition or meaning of special education. Categories and exceptionality in children. i.e. visual impaired mentally retarded, learning disability, ordinarily impaired or deafness, emotional will also examine methods of educating handicap children as well as gifted or talented children.

EDU 201 Philosophy of Education (2 UNITS)

The course will examine the various philosophical principles affecting education. Philosophical theories like existentialism. Idealism and pragmatism will also be discussed. Great Philosophers like Plato, Socrates, Aristotle, e.t.c. Will also be discussed. Philosophy

of pragmatism will be discussed extensively with emphasis on their impact on educational reform or development.

EDU 202 Curriculum and Instruction (2 UNITS)

Philosophical base of curriculum development will be examined. Curriculum process and theories, curriculum objectives, purpose of objectives, agencies involved in curriculum development as well as processes of curriculum evaluation will be discussed. Furthermore, strategies on curriculum innovation will be discussed. Emphasis on curriculum process should be laid on the various curriculum, models i.e. whiller's models, Tylers models, etc

EDU 211 Subject Methods (3 UNITS)

This course focuses on methods on teaching with specific tropics in student area of specialization. Various teaching methods will be discussed i.e. plenary methods, Socratic methods, lecture methods, team teaching methods, etc should be thought. Furthermore, the act of designing a lesson plans and lesson notes should also be taught. Students should also be expose to micro teaching to test their proficiency in the act of using instructional techniques available to them.

EDU 212 Measurement and Education (3 UNITS)

Basic principles used in measurement and evaluation should be thought. Statistical method used in analysis of data should also be taught. Different types of data and methods of analyzing each should also be taught.

EDU 213 Sociology of Education (2 UNITS)

Sociology principles involved in education are to be discussed. Emphasis should be laid on culture, society, factors binding society together, social stratification, social mobility, and factors affecting social mobility Agencies of education together with some abnormal or deviant behaviour in the school system will also be discussed.

EDU 300 Teaching Practice (3 UNITS)

Students will be sent out for six weeks teaching practice exercise to put into practice the knowledge they have gained on course like developmental Psychology, philosophy of education, educational technology as well as educational psychology.

EDU 301 Educational Administration and Planning (2 UNITS)

Basic principles and theories of administration will be discussed. Planning in terms of programme planning of supervision strategies and general administration of schools will be discussed with emphasis on the duties of a principal or headmaster, the school inspectors, ministry of education, the function of the class teacher, inspectorate division of ministry of education in relation to supervision of instruction should be discussed.

EDU 302 Educational Technology (2 UNITS)

Historical background of educational technology, relevance of the use of technology to the business of teaching and learning should be dismissed. Educational media, the use of media and the relevance of media in teaching and learning situation should be emphasized. Two and three-dimensional aids, soft and hardware, projected and non-projected aids should also be discussed. Factors militating against the use of projected aids in Nigeria should also be discussed. Furthermore, improvisation of instructional materials should be taught.

EDU 311 Educational Psychology (2 UNITS)

Various Psychological principles involves in teaching and learning should be examined e.g. Pavlov's experiment, Thorndike, Skinner, etc. the effect of these psychological theories on teaching and learning process should be x-rayed. Individual differences and psychological make-up of the individual in relation to teaching and learning should also be examined.

EDU 312 Research Methods and Data Processing (2 UNITS)

This course will examine the meaning if research, processing involve in carrying out research. E.g. concept like research design, research problem, formulation of research hypothesis or research questions, development and validation of research instrument, methods of collecting research data and data analysis should also be discussed. Students should be taught how to write simple research reports from either experimental or quasi-experimental studies carry out by them or from a descriptive survey. They should also be taught how to acknowledge other authorities site in their work.

EDU 400 Research Project (6 UNITS)

Students are expected to carry out independent studies in their own field of specialization. Such studies are expected to focus on finding solutions to the problems of teaching and learning.

EDU 401 Practical Teaching (3 UNITS)

Students are expected to spend six weeks on industrial attachment to afford them of the opportunity on the job training in their area of specialization. Such training will expose them to modern techniques of administering, or have an insight into what to expect in the world of work. Such attachment also offers the student the opportunity to put into practice the knowledge, principle and practice they earlier acquired in the classroom during such attachment.

EDU 402 Guidance and Counseling (2 UNITS)

Definition of Guidance and counseling service, counseling processes, qualities of a good counselor occupation guidance, married counseling, counseling services in schools, contemporary issues in counseling services in Nigeria.

EDU 403 Continuous Assessment (2 UNITS)

Meaning of continuous assessment, national policy on education, its emphasis on continuous assessment, the domain of continuous assessment i.e. cognitive, Psychomotor and effective domains. The use or mis-use of continuous assessment in primary and post primary schools in Nigeria. Problems and prospects of the use of continuous assessment in schools in Nigeria.

EDU 411 Organization of Primary and Secondary Schools in Nigeria

Programme organization and policy organization of primary schools in Nigeria, emphasis on the role of ministry of education, post-primary Education Board, Local Education Authority in Policy formulation and implementation in primary and secondary education. Contemporary issues and problems pledging primary and secondary education in Nigeria.

EDU 413 Comparative Education (2 UNITS)

This course is designed to acquaint students with the various policies and programme of different countries, towards this end emphasis will be place on British educational system, America, Ghana, Cote d' voir, China, Tanzania, Nigeria etc.