

Electrical Engineering Technology - Higher National Diploma (HND)

General Studies Courses

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Industrial Management

PROGRAMME: GENERAL STUDIES			
Course: Industrial Management		Course Code: GNS 413	Contact Hours: 2/0/0
Course Specification: Theoretical Content			
General objective 1.0: Comprehend private and state control of enterprises			
WEEK	Specific Learning Outcomes	Teacher Activities	Resources
1	1.1 Identify types of enterprises: sole proprietor, limited liability, co-operative societies, public corporation, partnership. 1.2 Explain the objectives of a business organization. 1.3 Explain the business environment (e.g political, economic etc) 1.4 Examine private enterprises 1.5 Evaluate the public enterprise 1.6 Appraise the effect of private control of business. 1.7 Analyse the implications of state control of enterprises.	- Treatment of 1.1 should include the structure, functions, advantages and disadvantages of each type of business organization.	
General Objective 2.0: Understand the methods of management			
WEEK	Specific Learning Outcomes	Teacher Activities	Resources
2 - 3	2.1 Define management 2.2 Explain the functions of management planning, organizing, controlling, staffing, directing. 2.3 Explain the purpose of managing money, men, material and machines. 2.4 Examine the concept of authority and responsibility. 2.5 Appraise management by objectives. 2.6 Analyse the roles of the Chief Executive and Board in policy formulation and implementation. 2.7 Explain motivation. 2.8 Explain the concepts of Theory X and Y 2.9 Evaluate management control 2.10 Examine problems of leadership in organization.		

PROGRAMME: GENERAL STUDIES			
Course: Industrial Management		Course Code: GNS 413	Contact Hours: 2/0/0
Course Specification: Theoretical Content			
General Objective 3.0: Know elements of marketing			
WEEK	Specific Learning Outcomes	Teacher Activities	Resources
4	<p>3.1 Define "marketing" and "market"</p> <p>3.2 State the marketing mix-product, price, place, promotion.</p> <p>3.3 Explain product differentiation.</p> <p>3.4 Explain market segmentation.</p> <p>3.5 Differentiate the industrial market from the consumer market.</p>		
5	<p>3.6 Define a product.</p> <p>3.7 Identify the stages of the product life cycle - introductory, growth, maturity, decline.</p> <p>3.8 State the features of each stage in (3.7) above.</p> <p>3.9 Describe the different ways a company can develop a new product - e.g improving existing products, seeking new products from external sources, inventing a new product.</p> <p>3.10 Identify the different channels of distribution of a product.</p> <p>3.11 Choose the most appropriate channel of distribution for a given product.</p> <p>3.12 State the features of each channel in (3.11) above.</p>		

PROGRAMME: GENERAL STUDIES			
Course: Industrial Management		Course Code: GNS 413	Contact Hours: 2/0/0
Course Specification: Theoretical Content			
General objective 4.0: Understand Personnel Development			
WEEK	Specific Learning Outcomes	Teacher Activities	Resources
6 - 7	<p>4.1 Explain the concept of personnel management</p> <p>4.2 Define recruitment</p> <p>4.3 Explain the selection and engagement procedures.</p> <p>4.4 Appraise evaluation and merit rating.</p> <p>4.5 Explain the importance of education, training and development.</p> <p>4.6 Explain following: skill training, attitude training, technical training, management training.</p> <p>4.7 Examine the relevance of industrial training to productivity in an organization.</p> <p>4.8 Examine critically different types of conditions of service.</p> <p>4.9 Define trade unionism, collective bargaining, joint consultation, conciliation, arbitration.</p> <p>4.10 Explain the roles of the Industrial Arbitration Panel, the Industrial Court and the Ministry of Labour in maintaining industrial harmony in Nigeria.</p> <p>4.11 Explain labour's share in the organisation's income.</p>		

PROGRAMME: GENERAL STUDIES			
Course: Industrial Management		Course Code: GNS 413	Contact Hours: 2/0/0
Course Specification: Theoretical Content			
General Objective 5.0: Comprehend Quantitative Management Techniques			
WEEK	Specific Learning Outcomes	Teacher Activities	Resources
8	5.1 Identify types of management decisions 5.2 Explain the modern quantitative decisions techniques. 5.3 Appraise operation research.		
	5.4 Apply the use of decision trees, diagrams, programme evaluation review techniques (PERT), critical path model, etc in operation research. 5.5 Examine the structure of linear programming problems. 5.6 Chart some linear programming problems. 5.7 Examine the simplex method in solving linear programming problems.		
General Objective 6.0: Understand maintenance schedules and replacement strategies			
WEEK	Specific Learning Outcomes	Teacher Activities	Resources
9	6.1 Explain purchasing 6.2 Analyse storage and stock ordering 6.3 Calculate the economic order quantity (EOQ) 6.4 State the importance of production in an organization 6.5 Evaluate production planning and control. 6.6 Appraise production scheduling 6.7 Explain quality control 6.8 Analyse replacement strategies 6.9 Define the following terms; preventive planned, corrective, breakdown, running and shutdown as used in maintenance 6.10 Critically examine maintenance culture in Nigeria. 6.11 Estimate depreciation and scrap value.		

PROGRAMME: GENERAL STUDIES			
Course: Industrial Management		Course Code: GNS 413	Contact Hours: 2/0/0
Course Specification: Theoretical Content			
General Objective 7.0: Understand money and the financial institutions			
WEEK	Specific Learning Outcomes	Teacher Activities	Resources
10	7.1 Define money 7.2 Explain the functions of money 7.3 Explain the functions of the Central Bank 7.4 Analyse the functions of a commercial bank. 7.5 Explain the functions of other financial institutions: the Merchant Bank, Mortgage Bank, Insurance Organisation, etc. 7.6 Enumerate types of insurance policy - e.g life policy, fire, marine, etc.		
General Objective 8.0: Appreciate Investment management			
WEEK	Specific Learning Outcomes	Teacher Activities	Resources
	8.1 Define investment 8.2 Explain investment objectives and decisions 8.3 Explain methods of investment forecast, e.g payback period, internal rate of return, net present value, etc.		
11- 13	8.4 Critically examine the company's finance e.g cash, balance sheet, income statement, budgetary control, cash flow 8.5 Analyse project planning. 8.6 Explain risk and uncertainty in a project. 8.7 Explain project evaluation. 8.8 Analyse types of business costs e.g fixed cost, variable cost and total cost. 8.9 Analyse contract costing. 8.10 Explain the break-even point 8.11 Calculate the break-even point 8.12 Chart the break-even.		

PROGRAMME: GENERAL STUDIES			
Course: Industrial Management		Course Code: GNS 413	Contact Hours: 2/0/0
Course Specification: Theoretical Content			
General Objective 9.0: Understand data management			
WEEK	Specific Learning Outcomes	Teacher Activities	Resources
14	9.1 Explain the purpose of report writing 9.2 Explain the importance of literature review 9.3 Examine methods of data collection 9.4 Explain data measurement 9.5 Apply the use of tables and graphs in data presentation. 9.6 Examine methods of data interpretation. 9.7 Evaluate oral presentation of information.		
General Objective 10.0: Understand the industry and national economy			
WEEK	Specific Learning Outcomes	Teacher Activities	Resources
15	10.1 State the importance of industry to human development. 10.2 List the factors necessary for the location of an industry. 10.3 Explain the main features of Nigeria's industrial policy. 10.4 Explain the different types of economic systems 10.5 State the importance of the national income 10.6 Examine the national economy.		

Business Entrepreneurship

PROGRAMME: HIGER NATIONAL DIPLOMA IN MECHANICAL ENGINEERING			
COURSE: ENTREPRENEURSHIP DEVELOPMENT I		Course Code: SDV 210	Contact Hours: 3Hours/WK
Course Specification: Theoretical Content			
General Objective: 1.0 Comprehend Private and state control of enterprise			
WEEK	Specific Learning Outcome:	Teacher Activities	Resources
1 - 5	1.1 Identify types of enterprises, sole proprietor, limited liability, co-operative societies, public corporation, partnership 1.2 Explain the objective of a business organisation 1.3 Explain the business environment (e.g. political, economics e.t.c.) 1.4 Examine private enterprises 1.5 Evaluate the public enterprise 1.6 Appraise the effect of private control of business 1.7 Analyse the implications of state control of enterprises NOTE:- Treatment of 1.1 should include the structure, functions, Advantages and disadvantages of each type of business Organisation	- Ask the students to identify types of enterprises, sole proprietor, limited liability, co-operative societies, public corporation, partnership - Ask the students to explain the objective of a business organization - Ask the students to explain the business environment (e.g. political, economics e.t.c) - Ask the students to examine private enterprises - Ask the students to evaluate the public enterprise - Ask the students to appraise the effect of private control of business - Ask the students to analyse the implications of state control of enterprises	- Chalk - Blackboard

PROGRAMME: HIGER NATIONAL DIPLOMA IN MECHANICAL ENGINEERING			
COURSE: ENTREPRENEURSHIP DEVELOPMENT I		Course Code: SDV 210	Contact Hours: 3Hours/WK
Course Specification: Theoretical Content			
General Objective: 2.0 Understand the methods of management			
WEEK	Specific Learning Outcome:	Teacher Activities	Resources
6 - 10	2.1 Define management 2.2 Explain the functions of management planning, organizing, Controlling, staffing, directing 2.3 Explain the Purpose of managing money, men, material and machines 2.4 Examine the concept of authority and responsibility 2.5 Appraise management by objectives	- Ask the students to define management - Ask the students to explain the function of management planning, organizing, controlling, staffing, and directing. - Ask the students to explain the purpose of managing money, men, material and business - Ask the students to examine the concept of authority and responsibility - Ask the students to appraise management by objective	- Chalk - Blackboard
	2.6 Analyse the roles of the chief Executive and Board in policy Formulation and implementation. 2.7 Explain motivation 2.8 Explain the concepts of theory X and Y 2.9 Evaluate the management control 2.10 Examine problems of leadership in organization	- Ask the students to analyse the roles of the Chief Executive and Board in policy formulation and implementation - Ask the students to explain motivation - Ask the students to explain the concepts X and Y - Ask the students to evaluate the management control - Ask the students to examine problems of leadership in organization	Chalk Blackboard

PROGRAMME: HIGER NATIONAL DIPLOMA IN MECHANICAL ENGINEERING			
COURSE: ENTREPRENEURSHIP DEVELOPMENT I		Course Code: SDV 210	Contact Hours: 3Hours/WK
Course Specification: Theoretical Content			
General Objective 3.0: Know elements of marketing			
WEEK	Specific Learning Outcome:	Teacher Activities	Resources
11 - 15	3.1 Define "marketing " and market" 3.2 State the marketing mix-product, price, place, promotion 3.3 Explain product differentiation 3.4 Explain the market segmentation 3.5 Differentiates the industrial market from the consumer market 3.6 Define a Product 3.7 Identify the stages of product life cycle-introductory, growth, maturity, decline 3.8 State the features of each stage in (3.7) above 3.9 Describe the different ways a company can develop a new product-e.g. improving the existing products, seeking new products from existing source inventing a new product	- Ask the students to define "Marketing " and Market - Ask the students to state the marketing mix-product, price, place, and promotion. - Ask the students to explain product differentiation - Ask the students to explain market segmentation - Ask the students to differentiate industrial market from the consumer market - Ask the students to define a product - Ask the students to identify the stages of product lifecycle-introductory, growth, maturity, decline - Ask the students to states the features of each stage in (3.7) above	- Chalk - Blackboard