

Office Technology and Management - Higher National Diploma (HND)

SEMESTER: 4

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Management Information Systems

PROGRAMME: HND Office Technology and Management			
Course: Management Information Systems	Code: OTM 423	Credit Unit:	4 hours
Semester: 4	Pre-requisite: ICT Office Application I & ICT Office Application II	Theoretical:	1 hours/week - 25 %
		Practical:	3 hours/week - 75 %
Aim/Goal: This course is intended to enable the students acquire the knowledge of Data and Information processing techniques and communication to all levels of Management.			
General Objective: Understand systems analysis and design in a modern office			

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
General Objective: Understand systems analysis and design in a modern office						
1	Define database systems and its importance in modern offices.	Explain the impact of accurate database creation and maintenance.	Hand-outs Notes Examples Hand-outs Notes Examples			
2			Hand-outs Notes Examples	Explain dtb tables, fields, records and primary key field. * Illustrate Database tables, fields, records and primary key fields. * Understand the meaning of DBMS.	Show how to identify the following: Data, Information, Database, Database Management system. Explain with illustrations the following: Database tables, a field, a record and a primary key field. Promote students group discussions on possible applications of DTBMS and their impacts on modern offices.	Maximum of 2 students to a computer system. Papers and computer accessories. Maximum of 7 computers to a printer except when a Network is in use. - Diskettes - Compact disk (CD) - Multi-media projector system - PCs

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
3-4	Define file systems	Explain in detail the elements of a file		Describe types of file and identify file organisation methods	<ul style="list-style-type: none"> * Identify file access methods * Identify file characteristics * Explain file processing operations * Explain file security and techniques. Group students and make them to identify qualities of a good filing system	
5				Demonstrate how to start a DBM application Know how to quit DBM application Understanding DBM toolbars and making use of the various menu commands	<ul style="list-style-type: none"> * Explain the various ways of loading DBMS. * Discuss the various ways of quitting DBMS. * Explain fully the different Toolbars in DBMS. * Utilize the various menu commands in DBMS. 	Maximum of 2 students to a computer system. Papers and computer accessories. Magic boardries Marty media projector system Maximum of 7 computers to a printer except when a Network is in use.
6-8	Understand the principles for creating a new database.	Explain how to start creating a database.	Handouts Examples	<ul style="list-style-type: none"> * Demonstrate how to create a New Database using Database Wizard. * Apply the techniques for saving a New Database. 	Show how to open a Database table, setting field properties. And modifying table structures.	PCs with DTB software available (eg. MS Access). Floppy disks
9-11				<ul style="list-style-type: none"> * Demonstrate practically how to create a New Database Table from 	Discuss the procedures of creating, and saving a database. Set tasks to students to practice with real data.	PCs with DTB software available (eg. MS Access). Floppy disks

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
				scratch. * Demonstrate the use of Database Wizard in creating a new Database. * Open a Database table in Datasheet view. * Illustrate how table structures could be changed or improved.		
12-15				* Demonstrate entering table data. * Apply DBMS data types. * Demonstrate formats of entering Dates and Time. * Demonstrate working in the Database view. * Demonstrate organizing a Database.	1) Perform Data entry in Datasheet view. 2) Discuss the various types of Data that could be entered in Database view. 3) Discuss the formats of entering Dates and Times. 4) Discuss the procedures of switching between table design view and Database view. 5) Explain the physical order and the logical order of entering records in Database.	PCs DB software

ASSESSMENT CRITERIA			
Coursework	Course test	Practical	Other (Examination/project/portfolio) %
25%	%	25%	Portfolio 50%

Professional Ethics and Social Responsibility

PROGRAMME: HND Office Technology and Management			
Course: Professional Ethics and Social Responsibility	Code: OTM 424	Credit Hours:	4 hours
Semester: 4	Pre-requisite:	Theoretical:	2 hours/week - 50%
		Practical:	2 hours/week - 50%
Course main Aim/Goal: This course is designed to develop in the student the desirable professional work ethics required for successful work in a modern office.			
General Objectives:			
1.0 Understand the concept of profession and professionalism.			
2.0 Understand the concepts of ethics and professional work ethics.			
3.0 Understand ethical standards and behaviours in the office.			
4.0 Know the difference between ethics and morality.			
5.0 Understand the roles of professional bodies in promoting ethical practices.			
6.0 Know the role of Government in regulating on ethical practices.			

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
General Objective 1.0: Understand the concept of profession and professionalism.						
1-3	1. Define the terms: profession and professionalism.	Explain the terms profession and professionalism and distinguish between them.	Hand-outs Text-books	Brain storming session	Lead and correct students, promote debates	Hand-outs Case-study Role-plays
GENERAL OBJECTIVE 2.0: Understand the concept of ethics and professional work ethics.						
4-6	2.1. Note how ethics relates to professional practices.	Explain ethics as it relates to professions.	Hand-outs Text-books	Group discussion on ethical behaviour.	Guide the discussion. Role-plays	Hand-outs Case-study
	2.2 Define professional ethics and professional work ethics.	Define and explain professional ethics and professional work ethics.	Hand-outs Text-books	Group discussion on case studies.	Guide the case studies.	Case Studies
GENERAL OBJECTIVE: 3.0: Understand ethical standards and behaviours in the office.						
7-9	3.1 List ethical principles	Explain different ethical principles eg honesty, efficiency promptness, etc.	Hand-outs Text-books	Relate these principles to work behaviour.	Guide the students.	Textbooks Journal
	3.2 List positive work ethics.	Explain positive work ethics eg Self Discipline, politeness, self commitment, etc	Hand-outs Text-books	Discuss relevance of positive work ethics in an organisation.	Moderate the discussion.	Textbooks Journal
	3.3 List negative work ethics.	Explain negative work ethics eg sexual harassment, abuse of trust, licentiousness, etc.	Hand-outs Text-books	Role play positive and negative work ethics.	Provide brief for the role play.	Textbooks Journal
GENERAL OBJECTIVE 4.0: Know the difference between ethics and morality.						
10-12	4.1 Note the different between ethics and morality.	Differentiate between ethics and morality.	Hand-outs Text-books	Examine the differences between ethics and morality.	Guide the students' work.	Handouts
GENERAL OBJECTIVES 5.0: Understand the roles of professional bodies in promoting ethical practices.						
13	5.1 List some professional bodies.	Give examples of professional bodies and explain what they do to regulate on ethical issues.	Hand-outs Text-books	Discuss how professional bodies regulate on ethical issues.	Moderate the class discussion/debate	Regulation and By-law of Professional bodies.

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
General Objective 6.0: Know the role of Government on regulating on ethical practices.						
14-15	6.1 Note the role of government in regulating on ethical practices.	Explain the role of government in regulating on ethical practices.	Hand-outs Text-books	Discuss the role of organizations such as ICPC, EFCC	Moderate	Relevant Acts.

ASSESSMENT CRITERIA			
Coursework %	Course test %	Practical 50%	Other (Examination/project/portfolio) 50%

Entrepreneurship Development

PROGRAMME: HND BUSINESS ADMIN AND MANAGEMENT			
Course: ENTREPRENEURSHIP DEVELOPMENT	Code: BAM 413	Credit Hours:	4 hours 3
Semester: third	Pre-requisite:	Theoretical:	2 hours/week - 50%
		Practical:	2 hours/week - 50%
Course main Aim/Goal			
<p>This course is intended to create awareness in a student and motivate him towards self-employment through the development of personal skills, competencies effectiveness and aptitudes using project based work in an economic setting to set-up and manage a small and medium enterprises successful.</p>			
General Objectives:			
<ol style="list-style-type: none"> 1. Understand the history of Entrepreneurship development in Nigeria 2. Understand the need, scope and characteristic of entrepreneurship 3. Understand the various sources of information for entrepreneurship development 4. Appreciate the roles of commercial and development banks in small scale industrial development 5. Understand the functions of various support agencies in small and medium scale industrial development 6. Understand methods of product selection. 7. Understand the activities of different industrial association in relation to entrepreneurship 8. Know self through analysis of strengths, weaknesses, goal-setting and risk-taking behaviour 9. Know the motivational pattern of entrepreneurs 10. Understand the functional areas of business 11. Understand the need for business planning. 			

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
General Objective 1: Understand the history of entrepreneurship development in Nigeria.						
1-2	<p>1.1 Narrate the Entrepreneurship history in Nigeria.</p> <p>1.2 Compare entrepreneurship in Nigeria with Japan, India, China, Malaysia, South Korea, etc.</p> <p>1.3 Explain Nigeria's values and entrepreneurship.</p> <p>1.4 Describe the role of entrepreneurship in the development of small and medium scale industries</p>	<p>Explain Entrepreneurship, its historical development in Nigeria and role in small and medium scale industries.</p> <p>ii. Compare entrepreneurship in Nigeria with other countries of the world - Japan, India, China etc.</p> <p>iii .Show students video film of entrepreneurship development in any of the countries mentioned above:</p> <p>iv. Explain Nigeria's values and entrepreneurship.</p>	<p>- Text books</p> <p>- Journals</p> <p>- Publications</p> <p>- Video Film</p> <p>- TV</p> <p>- VCR</p>	<p>Know entrepreneurship in Nigeria, Japan, India, China, Malaysia, South Korea, etc.</p>	<p>Use web-based information, guide students to explore entrepreneurship in Nigeria. Japan, India, China, Malaysia, South Korea etc.</p>	<p>Computer and accessories</p> <p>Internet facilities</p> <p>Encarta Ref. Library software.</p>
General Objective 2: Understand the need, scope and characteristics of entrepreneurship						
3	<p>2.1 Define entrepreneurship and entrepreneur.</p> <p>2.2 Define the role and functions of entrepreneurship.</p> <p>2.3 Identify the entrepreneurial traits.</p> <p>2.4 Explain entrepreneurial tasks.</p>	<p>i. Explain entrepreneurship and entrepreneur.</p> <p>ii. Explain the functions of entrepreneurship and its roles in national economic</p>	<p>- Text books</p> <p>- Journals</p> <p>- Publications</p> <p>-</p>	<p>Know the roles and functions of an entrepreneur</p> <p>Know the need for entrepreneurship in national economic development.</p>	<p>Guide student to research into the roles and functions of an entrepreneur.</p> <p>Invite a successful entrepreneur to give a talk to students on entrepreneurial</p>	<p>Visits</p> <p>Publication</p> <p>Text books</p> <p>Entrepreneur</p>

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
	2.5 Explain the need for entrepreneurship in national economic development. 2.6 Identify entrepreneurial risks and hazards	development. iii. Explain the various traits of an entrepreneur. iv. Explain entrepreneurial tasks, the inherent risks and hazards. v. Invite a successful entrepreneur to give a talk to students	Entrepreneur		traits, talks, hazards and the need for entrepreneurship in national economic development.	Internet and relevant websites
General Objective 3: Understand the various sources of information for entrepreneurship development						
4	3.1 Identify organizations and agencies involved in the promotion and development of entrepreneurship 3.2 Explain the roles of banks and financial institutions in enterprise creation. 3.3 Describe the contributions of government agencies in sourcing information including patent rights	i. Explain the various organizations and agencies involved in the promotion and development of entrepreneurship. ii. Explain the roles of banks and financial institutions in the creation of enterprises. iii. Explain the contributions of government agencies in sourcing information and protecting enterprises. iv. Give assignment.	- Text books - Journal of Management and Economic Digest Publications.	Know the various organizations and agencies involved in the promotion and development of entrepreneurship Know the roles of banks and financial institutions in the creation of enterprises.	Guide students to research to organizations and agencies involved in the promotion and development of entrepreneurship. Use Web-based information to understand the international org. involved in assisting SMEs. Guide student to conduct research to the roles banks and financial institutions in creation and efficient operation of an enterprises.	Computer Accessories Internet facility Application software Text books Journal.

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
General Objective 4: Appreciate the roles of commercial and development banks in small scale industries development						
5	<p>4.1 Identify financial institutions involved in entrepreneurship development.</p> <p>4.2 Describe the assistance provided by commercial banks.</p> <p>4.3 Explain the roles of development banks in the promotion and development of small and medium scale enterprises (SME's).</p> <p>Describe government policy on financing small and medium scale enterprises (SME's).</p>	<p>i. Explain financial institutions involved in entrepreneurship development.</p> <p>ii. Explain the roles of commercial and development banks in the promotion and development of SME's.</p> <p>iii. Explain government policy on financing SME's</p>	<p>- Text books</p> <p>- Journals</p> <p>- Publications</p>	<p>Know the various financial institutions and their roles in the development and promotion of small medium enterprises.</p> <p>Know the government policy on financing small and medium scale enterprises (SME)</p>	<p>Guide student to demonstrate the knowledge of commercial, merchang and development bank in the promotion of small and medium scale enterprises. Guide student to research to Government policies on financing small and medium scale enterprises.</p>	<p>Visitation and research</p> <p>Publications</p> <p>Text Books</p> <p>Computer with internet connection</p> <p>Video and films.</p>
General Objective 5: Understand the functions of various agencies in small and medium scale industries						
6-7	<p>5.1 Identify various support agencies involved in the promotion and development of entrepreneurship.</p> <p>5.2 Enumerate the functions of support agencies.</p> <p>5.3 Explain the assistance rendered by Research Institutions/Universities/Polytechnics/Monotechnics/Technical Colleges in entrepreneurship development.</p> <p>5.4 Explain the roles of:</p> <p>Nigerian Export Promotion Council (NEPC)</p> <p>a) Nigerian Investment Promotion Commission (NIPC)</p> <p>b) National Economic Reconstruction Fund (NERFUND)</p> <p>c) National Directorate of Employment (NDE)</p> <p>d) Raw Materials Research and Development Council (RMRDC)</p> <p>5.5 Industrial Development Centres (IDC) and TBICs in the Promotion and Development of Entrepreneurship</p>	<p>i. Explain the various support agencies involved in the promotion and development of entrepreneurship and their functions.</p> <p>ii. Explain the roles of research institutes, institutions of higher learning in the development of entrepreneurship.</p> <p>iii. Show a film on Technology Business Incubation Centre (TBIC) operation.</p> <p>iv. Conduct Test.</p>	<p>- Text books</p> <p>- Journals</p> <p>- Publications</p> <p>- TV</p> <p>- VCR</p> <p>- Relevant Video Cassettes.</p>	<p>Know the various support agencies and their functions to the promotion and development of entrepreneurships.</p>	<p>Guide students to research to Research institutions, universities, polytechnics, Nigerian Expert promotion Council NIPC, NERFUND, NDE, IDC etc.</p> <p>Show a film on technology business incubation center.</p>	<p>Internet and relevant websites</p>

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
General Objective 6: Understand the methods of Product selection						
8-9	<p>6.1 Explain product selection.</p> <p>6.2 Explain product selection criteria.</p> <p>6.3 Identify key factors associated with product selection.</p> <p>6.4 Describe venture idea generation.</p> <p>6.5 Describe the steps involved in preliminary screening.</p> <p>6.6 Evaluate critically, product ideas.</p> <p>6.7 Explain the different steps in preparing pre-feasibility study.</p> <p>6.8 Evaluate adequacy of infrastructural facilities for product selection.</p> <p>6.9 Identify the relevant technology available for the selected product.</p> <p>6.10 Evaluate sources and adequacy of raw materials for a selected product.</p> <p>6.11 Explain effects of government policy and regulations on the selected product.</p> <p>6.12 Identify legal aspects of business in product selection.</p>	<p>i. Explain product selection, criteria and factors associated with selection.</p> <p>ii. Explain venture idea generation.</p> <p>iii. Explain critical evaluation of product ideas and steps involved in preliminary screening.</p> <p>iv. Explain steps in preparing pre-feasibility study.</p> <p>v. Explain adequacy of infrastructural facilities for the selected product.</p> <p>vi. Explain availability of relevant technology for the selected product.</p> <p>vii. Explain sources and adequacy of raw materials.</p> <p>viii. Explain effects of government policy and regulation on the selected product.</p> <p>ix. Explain legal aspects of business on the selected product.</p>	<p>- Text books</p> <p>- Journals</p> <p>- Publications</p>	<p>Know product selection, criteria and factors associated with product selection.</p> <p>Know venture idea generation.</p> <p>Know evaluation of product idea and steps in valued in preliminary screening.</p> <p>Know steps in preparing pre-feasibility and evaluate sources and adequacies of input.</p>	<p>Guide students to selection of product using criteria and factors associated with product selection.</p> <p>Guide students to prepare a pre-feasibility of a given product and evaluate the viability, methodology and cost benefit analysis.</p> <p>Use web-based information to generate venture idea on exportable product.</p>	<p>Computer with accessories and internet connection.</p> <p>Application packages</p> <p>Visitation and research</p> <p>Publications</p> <p>Journal</p> <p>Text books</p> <p>Internet and relevant websites</p>

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
General Objective 7:: Understand the activities of different Industrial Associations in relation to entrepreneurship						
10-11	<p>7.1 Describe the roles of National Association of Small Scale Industrialists (NASSI) in entrepreneurship.</p> <p>7.2 Describe the roles of National Association of Small and Medium Entrepreneurs (NASME).</p> <p>7.3 Describe members of the Nigerian Association of Chambers of Commerce, Industry Mines and Agriculture (NACCIMA).</p> <p>7.4 Describe the roles of the Nigerian Association of Chambers of Commerce, Industry Mines and Agriculture (NACCIMA).</p> <p>7.5 Explain the roles of Manufacturers Association of Nigeria (MAN) in the development of Small and Medium Scale Enterprises (SME's).</p> <p>7.6 Explain the activities of N.E.C.A and its roles in industry.</p>	<p>Explain NASSI and its roles in entrepreneurship development.</p> <p>Explain NASME and its roles in entrepreneurship development.</p> <p>Explain City, States and bi-lateral chambers of commerce and industry and their roles in entrepreneurship development.</p> <p>Explain NACCIMA and its role in entrepreneurship development.</p> <p>Explain MAN and its roles.</p> <p>Explain Nigerian Employers Consultative Association (N.E.C.A). and its roles.</p>	<p>- Text books</p> <p>- Journals</p> <p>- Publications</p>	<p>Know the various Association and their roles to promotion and Development of entrepreneurship[p</p>	<p>Guide students to research to NASSI, NASME, NACCIMA, CHAMBER of COMMERCE, MAN, NECA and demonstrate knowledge of their roles and functions to entrepreneurship.</p> <p>Use Web-based information to compare the services of Chambers of Commerce in UK, USA, ASIA etc.</p> <p>Carry out an excursion to a recognized trade fair closest to you.</p>	<p>Internet and relevant websites</p>

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
General Objective 8: Know self through analysis of strength, weakness, goal setting and risk taking behaviour.						
12	<p>8.1 Explain the following terms:</p> <p>a) Data collection about self. b) Who am I (personal efficacy) c) Rating of concepts d) Self Knowledge.</p> <p>8.2 Define individual life goal and link it to entrepreneurship.</p> <p>8.3 Identify the strengths and weaknesses in 8.2 above.</p> <p>8.4 Carry out a Ring TOSS Game.</p> <p>8.5 Explain the behavioural pattern observed in 8.4 above on:</p> <p>a) Moderate risk taking. b) Goal setting c) Learning from feed back d) Taking personal responsibility</p> <p>Confidence and self reliance</p>	<p>Explain the term:-</p> <ul style="list-style-type: none"> - Data collection about self - Personal efficacy - Rating of concepts - Self knowledge <p>Explain individual life goal of entrepreneurship, their strengths and weaknesses.</p> <p>Explain Ring TOSS</p> <p>Guide students to carry out a Ring TOSS Game.</p> <p>Explain the behavioural pattern observed in a Ring TOSS Game:</p> <ul style="list-style-type: none"> - Moderate Risk Taking - Goal Setting - Learning from feed back - Taking personal responsibility <p>Confidence and self-reliance</p>	<p>Text books</p> <ul style="list-style-type: none"> - Journals - Publications 	<p>Know self on entrepreneurship development and promotion</p>	<p>Guide students to demonstrate knowledge of themselves, goals, entrepreneurship strength and weakness.</p> <p>Give practical assignments to student on personal efficacy, goals - link to entrepreneurship strength and weakness.</p> <p>Use web-based information to carry out simulation business games.</p> <p>Guide student to observe the pattern on:</p> <ul style="list-style-type: none"> - Risk Taking - Goal Setting etc. 	<p>Computer and accessories with internet connection</p> <p>Visitation and research</p> <p>Research</p> <p>Internet and relevant websites</p>

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
General Objective 9: Know the motivational pattern of entrepreneurs						
13	9.1 Define motivation 9.2 List the objectives of motivation 9.3 Identify barriers to motivation and achievement. 9.4 Analyse motive strength (from TAT scores) by: a) Locating achievement agencies Intensity of motives.	i. Explain motivation, its objectives, merits and demerits. ii. Carry out analysis on motive strength (from TAT scores) by: - Locating achievement Imageries - Intensity of motives iii. Give assignment	- Text books - Journals - Publications	Know Thematic Appreciation Test (TAT)	Guide student to carry-out Thematic Application Test (TAT) on a related case study model.	Formulated case study. Journal Publication Text Books. Internet and relevant websites
General Objective 10: Understand the functional areas of business						
14	10.1 Explain basic management concepts and functions. 10.2 Describe human capital function in small enterprise. 10.3 Identify the sources of finance and financial needs. 10.4 List the books of accounts necessary for operation of small enterprises. 10.5 Identify the financial regulations and taxes affecting small enterprise operation. 10.6 Explain the significance of insurance coverage for small enterprise. 10.7 Describe the role of marketing in a small enterprise	Explain basic Management concepts and functions. Explain significance of insurance coverage for small enterprises. Explain the role of marketing and importance of marketing mix to the development and growth of a small	Text books - Journals - Publications Text books - Journals - Publications	Know the concepts and basic functions of management and personnel. Know books of accounts necessary for the operation of small enterprises. Know financial regulations and relevant taxes Know marketing, product planning and control,	Guide students to research to functional areas of business. Use web-based information to explore E-business, E-commerce and other processes of trading and doing business on internet Guide students to prepare prime books of Account using	Computer with accessories and internet connection. Application packages. Prime Books of Accounts. Text Books and publication. Internet and

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
	development. 10.8 Explain the importance of marketing mix to the growth and expansion of a small enterprise. 10.9 Explain the roles and functions of the following:- a) Product Planning and Control b) Production Forms and Techniques c) Factory and facilities layout d) Work Process 10.10 Explain the importance of quality control and production standards. 10.11 Explain the need for maintenance management with special reference to: a. Routine maintenance b. Scheduled Maintenance c. Spare parts management and control Preventive Maintenance	enterprise. Explain the roles and functions of: - Product Planning and control. - Production forms and Techniques - Factory and facilities layout - Work Process. Explain importance of Quality control and production standards. Explain need for maintenance management with special reference to: - Routine maintenance - Scheduled maintenance - Preventive		maintenance, etc.	appropriate DBASE. Give practical assignment to students on the functional areas of business and their various roles to enterprise.	relevant websites

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
		<p>maintenance</p> <p>- Spare parts management and control. xii. Invite a successful entrepreneur to give a talk to students.</p> <p>Explain the basic functions of personnel in a small enterprise.</p> <p>Explain sources of finance and financial needs for a small enterprise.</p> <p>Explain books of accounts necessary for operation in a small enterprise concern.</p> <p>Guide students to prepare simple formats of prime books of accounts.</p> <p>Explain financial regulations and taxes affecting operations of small enterprises.</p>				

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
General Objective 11: Understand the need for business planning						
15	12.1 Identify a viable business opportunity based on a) Demand b) Availability of resources c) Import substitution d) Export oriented products 11.2 Explain the different steps in preparing a preliminary project report. 11.3 Formulate a bankable project report. 11.4 Analyse a sample project report.	Explain viable business and business opportunities based on: - demand - availability of resources - import substitution - export oriented products ii. Explain different steps in preparing a preliminary project and bankable project report. iii. Guide students to prepare a preliminary project report.	Text books - Journals - Publications	Know a viable business opportunity. Know the different steps in preparing preliminary project report. Know a bankable project report.	Guide students to prepare a feasibility study, using application softwares. Guide students to prepare: A bankable project report and analyse the Technical operational economic viability Methodology Cost benefit analysis on equipments, dev., cost, running cost.	Computers and application software Text books Journals Publications Visitation and research.

ASSESSMENT CRITERIA			
Coursework 40%	Course test 20%	Practical 40%	Other (Examination/project/portfolio) %
Competency: On completing the course, the student should be able to understand/estimate/define/etc....			

Advanced Webpage Design

PROGRAMME: HND Office Technology and Management			
Course: Advanced WebPage Design	Code: OTM 425	Credit Unit:	8 hours
Semester: 4	Pre-requisite: ICT Office Application I & ICT Office Application II	Theoretical: Practical:	2 hours/week - 25 % 6 hours/week - 75 %
Aim/Goal: This module is designed to enable students to understand the importance of designing web pages for modern offices; have a full command of a web design software application to improve business online performance; and understand the impact of using the Internet for business and commerce in the modern economy.			
General Objectives:			
<ol style="list-style-type: none">1. Understand the principles of Web Page Design and their impact on businesses2. Develop student skills designing successful WebPages for business.3. Importance of the Internet in business practice: E-business and E-commerce			

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
General Objective 1: Understand the principles of Web Page Design						
1-2	State the importance of websites for businesses.	Explain the different types of websites and information delivery using the Internet..	Hands-out Examples	Advantages of using software to create, link and format simple web pages. <ul style="list-style-type: none"> • Identify and use of appropriate software correctly • Find MS Front Page in the windows environment (when using Windows 98, 2000 or XP) 	Explain differences, advantages and disadvantages between software available for the task (eg HTML editor/text editor & browser software). Group students and produce a game where they select the right software for specific tasks. Student group presentations explaining the reason why preferring a software for a specific task.	2 printers available per computer lab. * MS Front Page application available in each computer
General Objective 2: Develop the students skills designing successful WebPages for business.						
3-8	Identify methods for developing competitive web pages in businesses.	Explain how to identify the business key areas	Hand-outs Text-books	Explain the role of mapping webpages Explain key steps to develop successful web pages: <ul style="list-style-type: none"> • Import and paste text and image files • Align page items • Use of 3 different font sizes • Change background colour • Emphasise text 	Show how to produce a web-site map based on the business competitive needs and aims. Explain the basic mechanism of web page formatting (HTML tags). Explain how to import/insert and image into a web page using the chosen software, and following copyrights. Explain how to emphasise texts (bold, italic), and to set the font size for specific text, following international and accessibility standards). Demonstrate how to set background colour and differences between background colour and background	2 printers available per computer lab. * MS Front Page application available in each computer and hand-out support material

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
				<ul style="list-style-type: none"> • Edit text • Control text flow • Alignment of page items to the left, right and centre <p>Use of E-mail hyperlinks</p> <ul style="list-style-type: none"> • Link pages • Insert external links • Insert Email link • Test links • Insert link text • Retain original data formatting <p>Understand the document management techniques for the chosen software</p> <ul style="list-style-type: none"> • Create a new document • Save document • Print web pages 	<p>image (following international and accessibility standards).</p> <p>Explain the correct use and format of basic hypertext links. Show the correct use of external hyperlinks using <i>http:</i> and <i>mailto:</i></p> <p>Explain the importance of testing that hyperlink function correctly.</p> <p>Show the effects pf editing HTML format code on the browser display.</p> <p>Explain the need to refresh or reload web pages after editing.</p> <p>Explain and demonstrate the main management techniques of file menu, open, save, save as, close).</p> <p>Explain the basic structure of basic structure of an HTML page.</p> <p>Show how to print from the chosen browser software using default print settings.</p> <p>Explain the importance of Meta tags to define content. Show how to select and publish a pre-designed web page.</p> <p>Group students and set tasks to produce a simple webpage for a</p>	

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
				<ul style="list-style-type: none"> • Print html source code • Close document • Publish web pages on local and public search engines Show 'Bobby' testing website for successful website design.	fictitious business following standards, principles and guidelines. Group students ask them to test their website development. Promote student discussions to reflect upon Dos and Dont's when designing webpages for businesses.	
	State the importance of testing websites to follow international standards for webpage design	Explain the importance of applying different tests to assure international standards in web design, usability and accessibility standards.	Hand-outs 'Bobby' URL URLs explaining latest guidelines and international web design standards, etc.(i.e.: http://www.w3.org/WAI/)	Emphasise the importance of getting copyright permission when appropriate.	Produce in group a list of key guidelines for designing successful web pages. Group students to search the web and compare webpages vs International Standards	Hand-outs Guidelines Internet Max. 3 students x PC
General Objective 3: Importance of the Internet in business practice: E-business and E-commerce						
8-11	Define information technology in business and the concepts of E-business and e-commerce.	Explain the driving principles of the new economy and information economy trends. Explain the dynamics of innovation and the organisational consequences of moving commerce to the internet. Explain the importance of	Hand-outs Text-books Urls	Explain the impact of information technology on the practice of business <ul style="list-style-type: none"> • Show examples of business models of e-business: Business to Business (B2B) and Business to Customers (B2C) e-commerce • The scope and impact of 	Explain the importance of customers for business. Reflect with students on using Internet for marketing and the importance of successful and competitive webpages. Show some Nigerians (and or other African countries) E-businesses and identify the way they do the online marketing of their products and/or services. Show online examples of successful	Handouts Text-books Internet Max. 3 students per PC

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
		<p>information as the basis for products and production.</p> <p>Explain the main difference between: B2B & B2C</p> <p>Explain the appreciation of integrating technology and business strategies and the effective use of web pages.</p>		<p>e-commerce</p> <ul style="list-style-type: none"> • What an E-strategy is E-business strategies • Enterprise logistics and resource planning • Opportunities and barriers of E-commerce • Main methods to overcome barriers • Planning an E-commerce strategy 	<p>Internet-based businesses (eg. www.amazon.com, www.cheapflights.com, www.barclays.com).</p> <p>Group students and make them to identify main features of the sites: buying goods and or services, advertising products, general paying procedures; design international standards, audience addressed, etc.</p> <p>Ask students to select two sites with all the main online store features.</p> <p>Practice book-marking at least 6 sites relating to successful e-tailing examples from the web. Ask them to locate at least 3 stores that compete in the same business arena. Define their individual competitive advantages</p>	
12-15	Define E-tailing, and its trend in Nigeria	Explain the importance of E-tailing in Nigeria	<p>Hand-outs</p> <p>Text-books</p> <p>URIs</p>	<p>Explain E-tailing works</p> <ul style="list-style-type: none"> • Online stores and portals • Principles of e-marketing and e-customer care • Main features of an online store: browsing, ordering, secure payment, delivery, billing, returns and warranties. 	<p>Explain the importance of use of standard forms and electronic resources to assured safe trade, transactions and effective communications.</p> <p>Discuss security features in a e-business website (e.g. the bigger the padlock - a small yellow feature present at the bottom of the e-commerce website- the more the security in online transactions, etc.; importance of effective firewalls in</p>	

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
				<ul style="list-style-type: none"> Evaluate the operations of a variety of Internet business: identification of 6 sites which includes e-tailing in some of the following areas: books, music, furniture, social events and conferences, electronic equipments, stationary, travel, baking, insurance, etc. Location of online stores that compete in the same sector. <p>Explain the importance of security in the e-business (Transaction security, public key infrastructure, hackers, firewalls and e-mail security)</p> <p>Identify main legal issues related to e-commerce</p> <ul style="list-style-type: none"> Online privacy principles (data protection) Technology & policy frameworks for e-commerce Cyberlaw 	<p>business and use of passwords).</p> <p>Explain the need to understand net user's attitude about online privacy (data protection). Legality of cookies in personal and corporate computer networks.</p> <p>Visit sites about Cyberlaw, to promote discussions on legal issues about impact of e-commerce in personal and corporate privacy rules.</p> <p>Discuss disclaimers terms and conditions, intellectual property rights, online advertising, trading standard issues, and impact of other countries jurisdiction when trading.</p>	

ASSESSMENT CRITERIA			
Coursework 25%	Course test %	Practical 25%	Other (Examination/project/portfolio) % Project 50

Nigerian Labour Law

PROGRAMME: HND BUSINESS ADMIN AND MANAGEMENT			
Course: NIGERIAN LABOUR LAW	Code: BAM 427	Credit Hours:	3 hours
Semester: 4	Pre-requisite:	Theoretical: Practical:	2 hours/week - 67 % 1 hours/week - 33 %
Course main Aim/Goal			
To enable the student understand ways in which management of labour within industry is regulated by law.			
General Objectives:			
<ol style="list-style-type: none">1. Understand the scope of Industrial Law and the contract of employment2. Know the method of termination of contract of employment and the consequences.3. Know the legal position of parties of employment contract4. Understand the implied duties of employers and employees5. Understand the scope of the law relating to safety, health and welfare of workers under the common law.6. Know the legislation protecting safety, health and welfare of workers.7. Understand the legal framework of industrial relations.8. Understand industrial injury and disablement.9. Know fatal accident and right of dependents of a deceased worker.			

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
General Objective 1: Understand the scope of industrial law and the contract of employment						
1-2	<p>1.1 Explain the scope and sources of industrial law.</p> <p>1.2 Distinguish between contract of employment and contract of apprenticeship.</p> <p>1.3 Explain the labour Act 1974 and other subsequent amendments.</p> <p>1.4 Describe the principles of formation of contract of employment.</p> <p>1.5 Distinguish contract of service from contract for service</p>	<p>i. Explain sources of industrial law.</p> <p>ii. Explain contract of employment and contract of apprenticeship pointing out their differences and citing examples.</p> <p>iii. Examine the labour Act 1974 and its subsequent amendments.</p> <p>iv. Explain contract of and contract for service giving their differences and citing examples.</p> <p>v. Describe principles of formation of contract of employment</p>	<p>- Textbooks</p> <p>- Copies of labour Act 1974 and the subsequent amendments.</p> <p>- Civil service rules</p>	<p>Distinguish between contract of employment and contract of apprenticeship.</p> <p>Explain the Labour Act 1974 and other subsequent amendments.</p> <p>Describe the principles of formation of contract of employment.</p> <p>Distinguish contract of service from contract for services</p>	<p>Guidance on the principles of employment law.</p> <p>Working in pairs - examine case law and examples to distinguish between contract of and contract for services</p> <p>Refer to questions on the formation of a contract of employment</p>	<p>Internet and relevant websites</p> <p>Relevant Case Law</p>
General Objective 2: Know the methods of termination of contract of employment and the consequences						
3-4	<p>2.1 Explain dismissal with or without notice.</p> <p>2.2 Explain summary dismissal and consequences.</p> <p>2.3 Explain written statement of reasons for dismissal.</p> <p>2.4 Explain action for wrongful dismissal and damages.</p> <p>2.5 Explain termination of contract of employment.</p> <p>2.6 Explain remedies of specific performance, injunction, declaration</p>	<p>Explain dismissal with or without notice, summary dismissal and consequences, written statement of reasons for dismissal, action for wrongful dismissal and damages, termination of contract of employment and its conditions.</p> <p>ii. Explain specific performance, injunction and declaration and their remedies.</p>	<p>Textbooks</p> <p>- Law journals</p> <p>- Civil service rules</p> <p>- Constitution of NLC</p>	<p>Identify conduct that could lead to and procedure for dismissal and legal implications.</p> <p>Explain termination of contract of employment.</p> <p>Explain remedies of specific performance, injunction, declaration</p>	<p>Advise and guide students on improper conduct and capability issues leading to possible termination of the contract.</p> <p>Group work on the case studies and the problems.</p> <p>Presentation of the outcomes.</p>	<p>Internet and relevant websites</p> <p>Relevant Case Law</p>

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
General Objective 3: Know the legal position of parties to employment contract						
5	<p>3.1 Explain the contractual capacity of public servants, armed forces and the police.</p> <p>3.2 Explain the legal position of directors.</p> <p>3.3 Explain the capacity to contract by minors, partners, companies.</p> <p>3.4 Explain temporary employees, probationary employees, etc.</p> <p>3.5 Distinguish permanent employment from contract employment</p>	<p>i. Explain the contractual capacity of public servants, armed forces and the police.</p> <p>ii. Examine the legal position of directors.</p> <p>iii. Explain minors, partners, and companies. and their capacity to contract. iv. Distinguish temporary, probationary, permanent and contract employment.</p> <p>Give assignment.</p>	<p>- Textbooks</p> <p>- Journals</p> <p>- Copy of civil service rules</p> <p>- Constitution of NLC</p>	<p>Identify cases contractual, relationships by minors, partners companies and partners.</p> <p>Explain the contractual capacity of public servants, armed forces and the police.</p>	<p>Individual problems dealing with contractual capacity with reference to relevant case law.</p>	<p>Internet and relevant websites</p> <p>Relevant Case Law</p>
General Objective 4: Understand the implied duties of employers and employees						
6-7	<p>4.1 Explain the employer's duty to pay remuneration, and indemnity to employee and sick person..</p> <p>4.2 Explain hours of work, holidays, time off-work for public duties.</p> <p>4.3 Discuss the importance of providing references to employees.</p> <p>4.4 Explain the employees' duty to be ready and willing to work to use reasonable care and skills.</p> <p>4.5 Explain the employees' duty to obey lawful orders and to act in</p>	<p>i. Explain remuneration, and indemnity and the employer's duty to pay employee and sick person.</p> <p>ii. Examine hours of work, holidays, time off-work for public duties in relation to the Nigerian Civil Service today.</p> <p>iii. Explain references and the importance of providing them to employees.</p> <p>iv. Explain readiness and willingness to work, use of reasonable care and skill and the employee's duty in</p>	<p>- Civil service rules.</p> <p>- Scheme of service of the polytechnic.</p> <p>- Financial regulations.</p> <p>- Textbooks</p> <p>- Journals</p> <p>- Constitution of NL</p>	<p>Describe the contractual relationship between employer and employee, employer and sick person.</p> <p>Explain the employees' duty to be ready and willing to work to use reasonable care and skills.</p> <p>Explain the employees' duty to obey lawful orders and to act in good faith.</p>	<p>Guide students on contractual relationships and duty of care in employment contracts. Also employees duties to act in good faith.</p> <p>Working in pairs to examine legal problems relating to negligence and breach of good faith etc.</p> <p>Refer to relevant cases.</p>	<p>Internet and relevant websites</p> <p>Relevant Case Law</p>

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
	good faith. 4.6 Explain the importance of covenants in restraint of trade	these regard. v. Explain lawful orders and the employee's duty to obey them and to act in good faith.				
General Objective 5: Understand the scope of the law relating to safety, health and welfare of workers under the common law.						
8-9	5.1 Explain the principles of the common law of safety health and welfare of employees. 5.2 Explain the duty to provide safe system of work and competent staff to enforce the rules. 5.3 Describe the importance of the provision of proper safe working premises and safe working equipment. 5.4 Explain the relevance of providing adequate safety and protective equipment	i. Explain common law of safety, health and welfare of employees and its principles. ii. Explain the need for safe system of work and competent staff to enforce the rules. iii. Describe safe working premises and safe working equipment and the need to provide them. iv. Describe protective equipment and their role in providing adequate safety in a work environment. v. Show film to demonstrate industrial hazards. vi. Carry out field trip to a manufacturing industry to see a typical work environment and working equipment.	- Textbooks - TV - VCR - Relevant film.	Theory. Identify adequate safety and protective equipment in an industrial workplan.	Guide students to browse the internet to see a typical industrial setting and the safety equipment used. Also show relevant film to demonstrate industrial hazards carry out field trip to a typical industrial outfit.	Internet and relevant websites Relevant Case Law
General Objective 6: Know the legislation protecting safety, health and welfare of workers						
10-11	6.1 Identify the broad scope of the Factories Act 1987 (Nigeria) 6.2 Explain the meaning of a 'factor' within the Act. 6.3 Explain the duty imposed by the	Explain the scope of the Factories Act 1987 (Nigeria). ii. Define "factor" as contained in the Act in (i) above. iii. Examine the provisions of the Act in relation to: a) fencing of	Copies of the mineral regulations 1958 and Petroleum regulations 1967.	Assess compliance with the provisions of the Acts	Carry out an industrial visit to assess compliance with the provisions of the Acts.	Internet and relevant websites Relevant Case Law

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
	<p>act in respect of fencing of machinery, construction and maintenance of fencing, construction and maintenance of new machinery, handling of vessels containing dangerous liquids, and the construction of hoist, lifts, crane and lifting tackles.</p> <p>6.4 Explain the absence of direct legislation on offices, shops and railway premises in Nigeria other than the Factories Act 1987.</p> <p>6.5 Identify the subsidiary legislation protecting working in mining industry - the Mineral (safe mining) Regulation 1958 and Petroleum Regulations 1967.</p>	<p>machinery</p> <p>b) construction and maintenance of fencing.</p> <p>c) Construction and maintenance of new machinery.</p> <p>d) Handling of vessels containing dangerous liquids.</p> <p>e) Construction of hoists, lifts, cranes and lifting tackles.</p> <p>iv. Relate iii(a-e) above to the provision of adequate security to work premises and employee safety.</p> <p>v. Explain the absence of separate legislation on offices, shops and railway premises in Nigeria other than the its security situation. Act in (i) above and its effects.</p> <p>vi. Explain the subsidiary legislation protecting working in mining industry - the Mineral (safe mining) Regulation 1958 and Petroleum Regulations 1967 etc.</p> <p>vii. Visit a typical factory to assess (iii a-e) above and</p>				

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
General Objective 7: Understand the legal framework of industrial relations						
12-13	<p>7.1 Explain the status of registered and unregistered trade unions and the consequences of the Trade Union Act 1973.</p> <p>7.2 Explain the legal meaning of trade disputes.</p> <p>7.3 Explain collective bargaining.</p> <p>7.4 Explain the legal rights of workers to strike.</p> <p>7.5 Examine the existence of the Wages Board and Industrial Council Act 1973.</p> <p>7.6 Identify the Trade Disputes Act 1976 and explain the powers of the Minister of Labour on the conciliation and arbitrations of trade unions</p>	<p>i. Explain registered and unregistered trade unions, their legal status and the consequences of the Trade Union Act 1973.</p> <p>ii. Explain the legal meaning of trade disputes and the rights of workers to strike.</p> <p>iii. Explain collective bargaining.</p> <p>iv. Describe the functions of the Wages Board as spelt out in the Industrial Council Act 1973.</p> <p>v. Explain the powers of the Minister of Labour on the conciliation and arbitrations of trade unions disputes as spelt out in the Trade Disputes Act 1976 and its subsequent amendments.</p>	<p>- Copies of Trade Union Act 1973 and subsequent amendments.</p> <p>- Industrial Council Act 1973 and subsequent amendments.</p> <p>- Trade Disputes Act 1976 and subsequent amendme</p>	<p>Carry out hypothetical registration of a trade union using given guidelines.</p> <p>Cite examples of the most recent trade disputes leading to major strikes in Nigeria. Demonstrate how different types of strikes are carried out.</p> <p>Role play.</p>	<p>Guide the students appropriately.</p> <p>Create a hypothetical round-table situation to demonstrate an industrial bargaining process.</p>	<p>Internet and relevant websites</p> <p>Relevant Case Law</p>
General Objective 8: Understand industrial injury and disablement						
14	<p>8.1 Explain industrial injury and disablement.</p> <p>8.2 Explain occupational disease or "industrial disease"</p> <p>8.3 Explain the basis for claims for industrial injury.</p> <p>8.4 Explain the absence of national</p>	<p>i. Explain industrial injury and disablement, occupational disease or industrial disease and the basis for claims arising from industrial injury, citing relevant examples.</p> <p>ii. Show relevant management films.</p> <p>iii. Explain the need for a national insurance scheme in Nigeria and the</p>	<p>1) Textbooks</p> <p>2) Copies of workman compensation Decree.</p> <p>3) Journals</p> <p>4) TV</p>	<p>Describe industrial injury, disablement, occupational disease or industrial disease.</p> <p>Establish the basis for claims arising from industrial injury.</p> <p>Identify workers rights under the Act and be</p>	<p>Show relevant film, cite relevant cases in Nigeria.</p> <p>Show samples of documents required for making claims.</p> <p>Demonstrate with relevant documents.</p>	<p>Internet and relevant websites</p> <p>Relevant Case Law</p>

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
	insurance scheme in Nigeria. 8.5 Explain the rights of a worker under the workman Compensation Act and other subsequent amendments.	consequences of its absence. iv. Explain workman compensation scheme in relation to the Act establishing it and the rights of the worker as provided for in the Act and its subsequent amendments.	5) VCR 6) Relevant Films	able to seek redress when necessary.		
General Objective 9: Know fatal accident and rights of dependents of a deceased worker						
15	9.1 Explain what fatal accident means. 9.2 Explain the legal position when a servant is killed in the course of his employment. 9.3 Identify the rights of the dependents of a deceased worker under the Fatal Accident Act 1961 and the Workman Compensation Act 1987 and their subsequent amendments. 9.4 Explain the conditions for realization of the rights of the dependents of a deceased worker	i. Explain the term 'fatal accident.' ii. Explain the legal position when a servant dies or is killed in the course of his employment citing relevant cases. iii. Explain the rights of the dependents of a deceased worker under the Fatal Accident Act 1961 and the Work-man Compensation Act 1987 and their subsequent amendments. iv. Explain the conditions for realization of the rights of the dependents of a deceased worker. v. Give second Test	- Textbooks - Fatal Accident Act 1961. - Workman Compensation Act 1987 and subsequent amendments.	Describe a fatal accident. Analyse Relevant case studies. Identify and pursue their rights appropriately.	Show a relevant film on fatal accident in industry. Cite a recent case to show legal position when a servant dies or is killed in the course of his employment. Provide relevant case studies.	Internet and relevant websites Relevant Case Law

ASSESSMENT CRITERIA

Coursework %	Course test %	Practical %	Other (Examination/project/portfolio) %
Competency: On completing the course, the student should be able to understand/estimate/define/etc....			

Project

Programme: Higher National Diploma)			
Course: Project	Course Code: OTM 422	Total Hours:	6
Year: 2 Semester: 4	Pre-requisite:	Theoretical: Practical:	0 hours /week 6 hours /week
Goal: This course is designed to enable the student to undertake an individual project and write a report on it.			
General Objectives: On completion of this course, the diplomate should be able to: <ol style="list-style-type: none">1. Research a chosen topic at HND level from available sources.2. Collect data on the chosen topic.3. Produce a report on the chosen topic.			

Theoretical Content			Practical Content			
Week	Specific Learning Outcomes	Teacher's activities	Resources	Specific Learning Outcomes	Teacher's activities	Resources
General Objective 1: Research a chosen topic at HND level from available sources.						
1	1.1 Choose, under guidance, an appropriate topic of interest.	Provide guidance in finding suitable topics.	Textbooks Lecture Notes Internet	Selection of a topic of interest.	Provide guidance in finding suitable topics.	Textbooks Lecture Notes Internet
2	1.2 Research a chosen topic from available sources.	Provide guidance in finding suitable sources.	Textbooks Lecture Notes Internet	Demonstrate research ability	Provide guidance in finding suitable sources.	Textbooks Lecture Notes Internet
3	1.2 (continued) Research a chosen topic from available sources.	Provide guidance in finding suitable sources.	Textbooks Lecture Notes Internet	Demonstrate research ability	Provide guidance in finding suitable sources.	Textbooks Lecture Notes Internet
4	1.2 (continued) Research a chosen topic from available sources.	Provide guidance in finding suitable sources.	Textbooks Lecture Notes Internet	Demonstrate research ability	Provide guidance in finding suitable sources.	Textbooks Lecture Notes Internet
General Objective 2: Collect data on the chosen topic.						
5	2.1 Collect data on the chosen topic from available sources .	Provide guidance in collecting data	Textbooks Lecture Notes Internet	Demonstrate ability to collect data	Provide guidance in collecting data.	Textbooks Lecture Notes Internet

Theoretical Content			Practical Content			
Week	Specific Learning Outcomes	Teacher's activities	Resources	Specific Learning Outcomes	Teacher's activities	Resources
6	2.1 (continued) Collect data on the chosen topic from available sources .	Provide guidance in collecting data	Textbooks Lecture Notes Internet	Demonstrate ability to collect data	Provide guidance in collecting data.	Textbooks Lecture Notes Internet
7	2.1 (continued) Collect data on the chosen topic from available sources .	Provide guidance in collecting data	Textbooks Lecture Notes Internet	Demonstrate ability to collect data	Provide guidance in collecting data.	Textbooks Lecture Notes Internet
8	2.1 (continued) Collect data on the chosen topic from available sources.	Provide guidance in collecting data	Textbooks Lecture Notes Internet	Demonstrate ability to collect data	Provide guidance in collecting data.	Textbooks Lecture Notes Internet
9	2.1 (continued) Collect data on the chosen topic from available sources .	Provide guidance in collecting data	Textbooks Lecture Notes Internet	Demonstrate ability to collect data	Provide guidance in collecting data.	Textbooks Lecture Notes Internet
General Objective 3: Produce a report on the chosen topic.						
10	3.1 Produce a report on the chosen topic.	Provide guidance in report writing	Textbooks Lecture Notes Internet	Demonstrate ability in report writing	Provide guidance in report writing	Textbooks Lecture Notes Internet

Theoretical Content			Practical Content			
Week	Specific Learning Outcomes	Teacher's activities	Resources	Specific Learning Outcomes	Teacher's activities	Resources
11	3.1 (continued) Produce a report on the chosen topic.	Provide guidance in report writing	Textbooks Lecture Notes Internet	Demonstrate ability in report writing	Provide guidance in report writing	Textbooks Lecture Notes Internet
12	3.1 (continued) Produce a report on the chosen topic.	Provide guidance in report writing	Textbooks Lecture Notes Internet	Demonstrate ability in report writing	Provide guidance in report writing	Textbooks Lecture Notes Internet
13	3.1 (continued) Produce a report on the chosen topic.	Provide guidance in report writing	Textbooks Lecture Notes Internet	Demonstrate ability in report writing	Provide guidance in report writing	Textbooks Lecture Notes Internet
14	3.1 (continued) Produce a report on the chosen topic.	Provide guidance in report writing	Textbooks Lecture Notes Internet	Demonstrate ability in report writing	Provide guidance in report writing	Textbooks Lecture Notes Internet
15	3.1 (continued) Produce a report on the chosen topic.	Provide guidance in report writing	Textbooks Lecture Notes Internet	Demonstrate ability in report writing	Provide guidance in report writing	Textbooks Lecture Notes Internet

Assessment: Give details of assignments to be used:

Coursework/ Assignments %; Course test %; Practical %; Projects %; Examination %

Type of Assessment	Purpose and Nature of Assessment	Weighting (%)
Examination	Final Examination (written) to assess knowledge and understanding	0
Test	0 progress tests	0
Practical	Report of 20 - 30 pages length	100
Total		100

Recommended Textbooks & References: