

6.2 SCHOOL OF BUSINESS and HUMAN RESOURCES MANAGEMENT

Introduction

The School of Business And Human Resources Management has the primary mission of building skills and impacting practical knowledge at various academic levels, through its state of the art ***distance learning programme*** initiated by the National Open University of Nigeria. The School's course delivery methods recognize the fact that the best way to reach a learner is to use the technology that the learner already has or can be made easily available to him or her. The school's academic programmes include various fields leading to the award of bachelors, postgraduate and masters degrees.

6.2.1 Bachelors Degree Programmes

The following programmes are on offer at the Bachelors level in the school:

B.Sc. Tourism Studies

This is a programme designed specifically for both prospective and practicing business people in the tourism industry in Nigeria and neighbouring countries. The programme exposes participants to the numerous untapped opportunities in the tourism industry.

B. Sc. Cooperative Management

This programme has been developed bearing in mind the importance of Cooperatives in the Nigerian national economy. The programme is packaged in line with the global knowledge on Cooperative Management. It lays emphasis on Community Development, and is ideal for the formation of effective and profitable Cooperative Societies.

B. Sc. Hotel and Catering Management

This is a practical programme designed for practitioners of Hotel and Catering Services. It is unique as participants in the programme

will be exposed to the globally acceptable and modern techniques and practice of Hotel and Catering Services business. The instructional method and course content make it possible for the participants to have first hand knowledge of Hotel and Catering Services.

B.Sc. Entrepreneurial & Small Business Management

The entrepreneurial and small business management programme is designed specifically for candidates interested in starting and owning a business after graduation; those that are interested in acquiring competency and skills in enterprise management; civil servants, military and police personnel interested in repositioning themselves after retirement from service. The programme is also designed as an entry point into the Master in Business Administration in related areas.

Programmes Duration and Credit Hours:

The above First-degree programmes have been designed to take an average student a minimum of 4 years to complete. To obtain any of the above degrees, a student must earn at least 120 credits. Students are required to register for a minimum of 15 credit hours per semester and a maximum of 24 credit hours per semester. An academic year is made up of two semesters.

6.2.2 Post-Graduate Diploma (PGD) Programmes

In addition to its major aim of bridging the deficiency gap among applicants with weak first degrees in related areas of specialization in Business Administration and Human Resources Management, the Post Graduate Diploma programmes of the School of Business & Human Resource Management are designed to train middle cadre staff in the management of the Twenty-first Century Business environment, Organizations and public institutions within the country and beyond. The programmes' contents have been designed to reflect the global requirements for a successful practice of business administration and Human Resources Management. The areas of Specialization include, among others:

- Banking And Finance Services
- Cooperative Services
- Corporate Governance
- Local Government Management
- e- Banking
- e- Business
- e- Library
- e- Learning
- Financial Management
- Human Resources Management

Programme Duration and Credit Hours:

The Post-Graduate Diploma Programmes are for the duration of a maximum of two years and a minimum of eighteen months. To graduate in any of these PGD programmes, a student is required to obtain at least 30 credit hours. Students are required to register for a minimum of 12 credit hours per semester and a maximum of 15 credit hours per semester.

6.2.3 Master Degree Programmes

Like the PGD programmes, the Masters-degree programmes reflect the modern techniques of Business Administration And Human Resources Management. The course delivery method is tailor-made to reflect practical needs of both practicing and prospective managers in the Nigerian economic environment, as well as the global business environment.

6.2.3.1 The Master's Programmes include:

The School offers *Master in Business Administration (MBA)*, with the following areas of specialization:

- Banking And Finance Services
- Corporate Governance
- Marketing Management
- e – Banking
- e – Business
- e-Learning
- e-Library
- Financial Management
- Human Resources Management
- Information Technology (IT)

Master in Public Administration (MPA), with the area of specialization in Human Resources Management and emphasis on:

- Public Personnel Management
- Local Government Administration
- Hospital Administration

Programme Duration and Credit Hours: The Master-degree programmes are designed for a maximum duration of two years. The students are required to obtain at least 30 credit hours to graduate. Students are required to register for a minimum of 12 credit hours per semester and a maximum of 15 credit hours per semester.

6.2.3.2 Commonwealth Executive MBA and MPA Programmes

These programmes are being housed by the School in partnership with the Commonwealth of Learning (COL). The programmes are aimed at complementing the regular MBA and MPA programmes currently on offer by the commonwealth universities in meeting individual and organizational demands for effective management and public administration education at the post-graduate level.

For the Commonwealth Executive MBA and MPA programmes, each credit hour is defined on the basis of 20 hours of study load

which comprises all learning activities such as working through student materials, preparing assignments, tutored activities, and preparing for examinations, etc. All courses in the programmes carry a credit weighting of 6 (120 study hours).

Students registered for the Commonwealth programmes are required to obtain at least 90 credit hours made up of 15 courses (8 core + 2 specialised + 3 electives + 2 required courses). The programmes share the following core courses:

- Managing Information Systems
- Management in Organizations
- Managing Human Resources
- Operations Management
- Economic Environment of Business
- Public Systems Management
- Quantitative Techniques
- Marketing Management
- Accounting and Finance

The Specialist compulsory Courses are as follows:

For the MPA Programme:

- Public Policy
- Development Planning and Administration

For the MBA Programme:

- Strategic Management
Quality Management

The Executive MBA and MPA programmes share the following **elective courses**:

- Electronic Commerce
- Project Management
- Managerial Economics
- Policy Analysis And Implementation
- Contemporary Administrative Systems
- Disaster Management
- Corporate Finance
- International Marketing

The **Required** Courses Include:

- Research Methods
- Project.

6.2.4 Additional Information on courses in the School

Apart from the prescribed courses on offer in the specific academic programmes, the following courses are compulsory for all categories of registered students in the University, no matter the level:

- GST 103 & 104 Study Skills I & II
- GST 107 The Good Study Guide

Students registered for the Bachelors programmes are required to undertake the following courses as part of the compulsory electives for the award of their degrees:

- GST 101 Use of English and communication skills
- GST 105 History and philosophy of science
- GST 201 People and culture
- GST 202 Computer fundamentals
- CSS 202 Logic and creative thinking
- GST 204 Nigeria and its neighbours

The Programmes of the School of Business are self contained programmes whose materials can be studied independently or in addition with other resources.

6.2.5 Course Details

The course details presented here for all the programmes are the first year of studies.

B. Sc. Tourism Studies 3201

100 Level

1st Semester

Course Code	Course Title	Credit Units	Status
GST 101	Use of English & Communication Skills I	2	C
GST 103	Study Skills I	0	C
TSM 101	Understanding Tourism I	2	C
GST 107	Good Study Guide	2	C
MTH 001	Foundation Mathematics	3	C
TSM 103	Tourism as an Industry	2	C
TSM 105	Tourism Services & Operations	2	C
TSM 107	Field Trip	3	C
CIT 101	Computer in Society	3	E
HCM 101	Introduction to Hospitality Management	2	C
BHM 101	Principles of Economics	2	C
Total		23	

2nd Semester

Course Code	Course Title	Credit Units	Status
GST 102	Use of English & Communication Skills I	2	C
GST 104	Study Skills II	0	C
GST 106	History & Philosophy of Science	2	C
TSM 102	Tourism Marketing II	2	C
TSM 104	Geography of Tourism	2	C
CSS 102	Introduction to Sociology	2	E
TSM 106	The cultural Heritage	2	C
TSM 108	Tourism Policy and Planning	2	C
TSM 110	Field Trip 3	C	
Total		17	

C - Compulsory E - Elective

B. Sc. Tourism Studies 3201

200 Level

1st Semester			
Course Code	Course Title	Credit Units	Status
TSM 201	Understanding Tourism	2	C
TSM 203	Guides & Escorts	2	C
TSM 205	Tourist Sites: products & Operations I	2	C
TSM 207	Tourist Sites: Products & Operation II	2	C
TSM 209	Principles of Marketing	2	C
TSM 211	Field Trip (Practical)	3	C
TSM 213	Facility Maintenance	2	C
FRE 101	Basic French	2	C
TSM 215	Psychology of Human Relations	2	C
Total		19	

2nd Semester

TSM 202	Tourist Sites: Products & Operations III	2	C
TSM 204	Promotional Skills I	2	C
TSM 206	Promotional Skills II	2	C
TSM 208	Learning from Others	2	C
TSM 210	Industrial Attachment (SIWES)	3	C
TSM 212	Field Trip (Practical)	3	C
Total		14	

C – Compulsory E - Elective

B.Sc. Tourism Studies 3201

300LEVEL

1st Semester

Course Code	Course Title	Credit Units	Status
TSM 301	Financial Accounting management for Hospitality & Tourism	2	C
TSM 303	Concept, Design & Feasibility I	2	C
TSM 305	Tourism Sales & Marketing	2	C
TSM 307	Concept, Design & Feasibility II	2	C
TSM 309	Consumer Behaviour	2	C
TSM 311	Research and Data Analysis	2	C
TSM 313	Field Trip 2	C	
Total		17	

2nd Semester

Course Code	Course Title	Credit Units	Status
TSM 302	Business Communication	2	C
TSM 304	Commercial Recreation Management	2	C
TSM 306	Hospitality and Travel	2	C
TSM 308	Introduction to Airline management	2	C
TSM 310	Practical (Filed Trip)	3	C
			11

B. Sc. Tourism Studies 3201

400 LEVEL

1st Semester

Course Code	Course Title	Credit Units	Status
TSM 401	Global Tourism Issues	2	C
TSM 403	Cultural Tourism	2	C
TSM 405	Management & Organizational Behaviour	2	C
TSM 407	Destination Management Service Delivery	2	C
TSM 409	Tourism Entrepreneurship	2	C
TSM 411	Tourism Development & Sustainability	2	C
	TSM 413 Industrial Attachment (3-6 months)	3	C
	Total	15	

2nd Semester

Course Code	Course Title	Credit Units	Status
TSM 402	Property Management in Hospitality Tourism	2	
TSM 404	Legal and policy Issues in Hospitality & Tourism	2	
TSM 406	Strategic Management in Hospitality & Tourism Project	2 6	
	Total	12	

* Borrowed courses (Compulsory & Electives) will be added later when they are available from other Schools.

B.Sc. Hotel & Catering Management 1st Semester

Course Code	Course Title	Credit Units	Status
GST 101	Use of English & Communication Skills 1	2	C
GST 103	Study Skills	0	C
GST 107	Good study Guide	2	C
HCM 101	Introduction to Hospitality Management	2	C
BHM 101	Principles of Economics	2	C
BHM 105	Introduction to Marketing	2	C
TSM 101	Understanding Tourism	2	C
HCM 107	Agriculture, Nutrition & Health	2	C
CIT 107	Computer in Society	3	E
FRE 101	Basic French	3	E
		20	

Compulsory credit units	14
Elective courses	6
Total credit units	20

2nd Semester

Course Code	Course Title	Credit Unit	Status
GST 102	Use of English & Communication Skills II	2	C
GST 104	Study Skills	0	C
GST 106	History & Philosophy of Science	2	C
BHM 104	Principles and practice of Management	2	C
LAW 104	Introduction to Marketing	2	C
HCM 106	Food & Nutrition	2	C
CSS 102	Introduction to Sociology	2	E
		13	

Compulsory credit units	10
Elective courses	2
Total credit units	12

B.Sc. Hotel & Catering Management

300 LEVEL

1st Semester

Course Code	Course Title	Credit Units	Status
HCM 301	Hospitality Supervision & Quality Management	2	C
HCM 303	Service & Professionalism	2	C
HCM 305	Food & Beverage Production III	4	C
HCM 307	Financial Accounting/Management for Hospitality Tourism	2	C
HCM 309	Consumer Behaviour	2	C
HCM 311	Concept, Design & Feasibility	2	C
HCM 313	Restaurant Entrepreneurship	2	C
HCM 315	Research & Data Analysis	2	C
HCM 317	Food & Beverage Service III	4	C
	Total	22	

2nd Semester

Course Code	Course Title	Credit Units	Status
HCM 302	Business Communication	2	C
HCM 304	Food & Beverage Production IV	4	C
HCM 306	Hospitality Law & Liability	2	C
HCM 308	Insurance & Risk Management	2	C
HCM 310	Current Issues in Food Safety and Sanitation	2	C
HCM 312	Procurement and Supply Management	2	C
HCM 314	Food & Beverage Service IV	4	C
HCM 316	Wine and Food Pairing Principles	2	C
	Total	20	

B.Sc. Hotel & Catering Management

400 LEVEL

1st Semester

Course Code	Course Title	Credit Units	Status
HCM 401	Advance Food & Beverage Production	4	C
HCM 403	Hospitality Information Systems	2	C
HCM 405	Management & Organizational Behaviour	2	C
HCM 407	Lodging Facilities Management	2	C
HCM 409	Security & Loss Prevention Management	2	C
HCM 411	Internal Control in Hospitality Administration	2	C
Total		14	

2nd Semester

Course Code	Course Title	Credit Units	Status
HCM 402	Advance Food & Beverage Service	4	C
HCM 404	Hospitality Supervision & Quality Management	2	C
HCM 406	Hotel Planning & Interior Design	2	C
HCM 499	Project 6	C	
Total		14	

C – Compulsory E - Elective

* Borrowed courses (Compulsory & Electives) will be added later when they are available from other Schools.

B. Sc. Cooperatives Management 3203
100LEVEL
1st Semester

CCourse Code	Course Title	Credit Units	Status
GST 101	Use of English & Communication Skills I	2	C
GST 103	Study Skills I	0	C
MTH 001	Foundation Mathematics	2	C
GST 107	Good Study Guide	2	C
COP 101	Introduction to Cooperatives	2	C
LAW 101	Basic Principles of Law	2	C
CSS 103	Introduction to Psychology	2	E
BHM 103	Principles & Practice of Management I	2	C
BHM 101	Principles of Economics	2	C
BHM 111	General Accounting I	2	C
AGR 112	General Agriculture I	2	E
	Total	20	

2nd Semester

Course Code	Course Title	Credit Units	Status
GST 102	Use of English & communication skills II	2	C
GST 104	Study Skills II	2	C
GST 106	History and Philosophy of Science	2	C
MTH 102	Introductory Statistics	2	C
CSS 102	Introductory Sociology	2	E
COP 104	Cooperative Law & Principles	2	C
BHM 104	Principles & Practice of Management II	2	C
BHM 112	General Accounting II	2	C
AGR 113	General Agriculture II	2	E
BHM 106	Introduction to Management	2	C
	Total	20	

C – Compulsory E - Elective

**B.Sc. Entrepreneurial & Small Business Management 3204
100 LEVEL**

1st Semester

Course Code	Course Title	Credit Units	Status
GST 101	English & Communication Skills I	2	
GST 103	Study Skills I	0	
BHM 111	General Accounting. I	2	
BHM 103	Principles & Practice of Mgmt. I	2	
ENT 104	Introduction To Business	3	
ENT 103	Business Communication	3	
COP 101	Introduction to Corporative	2	
	Total	14	

2nd Semester

Course Code	Course Title	Credit Units	Status
GST 102	English & Comm. Skills II	2	
GST 103	Study Skills II	0	
BHM 112	General Accounting II	2	
BHM 104	Principles & Practice of Mgmt. II	2	
GST 105			
ENT 114	History & Philosophy Of Science	2	
	Principles of Marketing	2	
BHM 102	Principles of Economics	2	
ENT 105	Principles & Practice of Insurance	2	
	Total	14	

B.Sc. Entrepreneurial & Small Business Management 3204

200 LEVEL

1st Semester

Course Code	Course Title	Credit Units	Status
ENT 201	Micro Credit Policy & Institutions	2	
ENT 213	Financial Accounting	2	
LAW 201	Business Law	3	
MIS 201	Management Information Systems	3	
ENT 205	Consumer Behaviour	3	
ENT 206	Principles & Practice Of Business Plan	2	
	Total	15	

2nd Semester

Course Code	Course Title	Credit Units	Status
COP 201	Producer Cooperatives Mgmt.	2	
BHM 203	Computer Appreciation For Managers	2	
ENT 232	Cost Accounting	3	
ENT 222	Business Statistics	3	
ENT 212	Business Ethics	3	
ENT 213	Small Business Finance	2	
	Total	15	

B.Sc. Entrepreneurial & Small Business Management 3204
300 LEVEL

1st Semester

Course Code	Course Title	Credit Units	Status
ENT 303	Principles & Practice of Int'l Trade	3	
ENT 301	Quantitative Methods For Business Decisions	3	
ENT 311	Entrepreneurial Development & Small Business Management	3	
ENT 312	Principles Of Purchasing & Supply	2	
ENT 315	Human Resources Management Principles	2	
ENT 316	Agro-Business Management	3	
	Total	13	

2nd Semester

Course Code	Course Title	Credit Units	Status
ENT 321	Estate Management	3	
ENT 302	Distribution & Sales Management	3	
ENT 351	Introduction To Social Psychology	3	
TSM 341	Hospitality And Tourism Management	3	
ENT 349	Strategic Management	3	
	Total	15	

PGD Courses

PGD (Cooperative Management) 3302

600 LEVEL

1st Semester

Course Code	Course Title	Credit Units	Status
BHM 635	Basic Mathematics for managers	2	C
BHM 651	Introduction To Cooperatives	2	C
BHM 641	Management Theory I	2	C
BHM 655	Price Theory I	2	C
BHM 657	General Accounting I	2	C
BHM 659	General Agriculture I	2	C
BHM 603	Business Statistics	2	C
	Total	14	

2nd Semester

Course Code	Course Title	Credit Units	Status
BHM 650	Cooperative Law & Principles	2	C
BHM 652	Principles & Practice of Mgt II	2	C
BHM 654	Price Theory II	2	C
BHM 656	General Accounting II	2	C
BHM 658	General Agriculture II	2	C
BHM 699	Project	6	C
	Total	16	

C – Compulsory

PGD (Corporate Governance) 3303

600 LEVEL

1st Semester

Course Code	Course Title	Credit Units	Status
BHM 635	Basic Maths & Statistics for Managers	3	C
BHM 674	Corporate Law	3	C
BHM 675	Financial Accounting	3	C
BHM 676	Public Administration & Gov.	2	C
BHM 677	Operation & Quality Management	2	C
BHM 678	Organizational Behaviour	2	C
BHM 647	Capital Investment & Financial Decisions	2	C
	Total	17	

2nd Semester

Course Code	Course Title	Credit Units	Status
BHM 622	Information System for Mangers	2	C
BHM 679	Corporate Financial Management	2	C
BHM 680	Management Accounting	3	C
BHM 681	Corporate Social Responsibility & Governance	3	C
BHM 682	Corporate Secretaryship	2	C
BHM 699	Project	6	C
	Total	21	

C – Compulsory

PGD (E-Banking) 3304
600 LEVEL

1st Semester

Course Code	Course Title	Credit Units	Status
CIT 601	Information & Comm. Tech.	3	C
CIT 603	Info Tech & Software Development	3	C
CIT 653	Introduction To Internet	3	C
BHM 621	Introduction To E-Business	2	C
BHM 611	E-Finance & Banking	2	C
	Total	16	

2nd Semester

Course Code	Course Title	Credit Units	Status
BHM 602	E-Record Management	2	C
BHM 612	E-Banking Law	2	C
CIT 621	Operating Systems Design/ Programming	3	C
CIT 635	Application Software Design/ Programming	3	C
CIT 642	Multimedia Tech in Teaching & Learning 3	C	
BHM 699	Project 6	C	
	Total	19	

C – Compulsory

PGD (E-Business) 3305

600 LEVEL

1st Semester

Course Code	Course Title	Credit Units	Status
CIT 601	Information & Comm. Tech.	3	C
CIT 603	Info Tech & Software Development	3	C
CIT 653	Introduction To Internet	3	C
BHM 621	Introduction To E-Business	2	C
BHM 623	E-Accounting Information Systems	2	C
BHM 626	E-Business Security	2	C
	Total	18	

2nd Semester

Course Code	Course Title	Credit Units	Status
BHM 622	Information System For Managers	2	C
BHM 626	E-Commerce Law	2	C
CIT 621	Operating Systems Design/ Programming	3	C
CIT 635	Application Software Design/ Programme	3	C
BHM 699	Project 6	C	
	Total	16	

C – Compulsory

Electives:

- BHM 611 E-Finance & Banking
- BHM 602 E-Record Management
- BHM 612 E-Banking Law

PGD (Financial Management) 3309

600 LEVEL

1st Semester

Course Code	Course Title	Credit Units	Status
BHM 635	Basic Math. & Statistics For Managers	2	C
BHM 637	Introductory Accounting	2	C
BHM 641	Management Theory I	2	C
BHM 643	Strategic Management	2	C
BHM 645	Working Capital Management	2	C
BHM 647	Capital Investment & Financial Decisions	2	C
BHM 649	Management Control Systems	2	C
BHM 681	Financial Management	2	C
	Total	14	

2nd Semester

Course Code	Course Title	Credit Units	Status
BHM 634	Principles Of Money & Banking	2	C
BHIM 638	Managerial Economics	2	C
BHM 642	Research Methods For Management Decisions	2	C
BHM 644	Security Analysis & Portfolio Management	2	C
BHM 646	Management of Financial Services	2	C
BHM 699	Project 6	C	
	Total	16	

C – Compulsory

**PGD (Human Resource Management) 3310
600 LEVEL**

1st Semester

Course Code	Course Title	Credit Units	Status
GST 107	Good Study Guide.	2	C
GST 103	Study Skills	0	C
BHM 641	Management Theory I	2	C
BHM 678	Organizational Behaviour	2	C
BHM 676	Labour Relations	2	C
BHM 674	Employee Training & Development	2	C
BHM 669	Management Control Systems	2	C
BHM 677	Operation & Quality Management	2	C
	Total	14	

2nd Semester

Course Code	Course Title	Credit Units	Status
BHM 660	Man Power Planning & Admin.	2	C
BHM 669	Human Resource Planning	2	C
BHM 693	Employee Compensation & Benefits	2	C
BHM 675	Issues in Human Resource Mgt.	2	C
BHM 652	Principles and Practice of Management Theory II	2	C
BHM 643	Strategic Management in LG	2	C
BHM 699	Project	6	C
	Total	18	

C – Compulsory

**PGD (Local Government Management) 3312
600 LEVEL**

1st Semester

Course Code	Course Title	Credit Units	Status
BHM 641	Management Theory	2	C
BHM 643	Strategic Planning & Management in LG	2	C
BHM 665	Individual Groups & Society	2	C
BHM 667	Introduction To Political Science	2	C
BHM 669	Management Control Systems	2	C
BHM 673	The Nigerian Economy	2	C
BHM 675	The Nigerian Government & Politics	2	C
BHM 670	Research Methods For Mgt. Decisions	2	C
	Total	16	

2nd Semester

Course Code	Course Title	Credit Units	Status
BHM 660	Manpower Planning & Admin.	2	C
BHM 664	Rural Community Development	2	C
BHM 666	Comparative Local Government Admin	2	C
BHM 668	Policy Implementation & Evaluation	2	C
BHM 699	Project	6	C
HM 671	Local Government Administration & Revenue Generation	2	C
	Total	16	

C – Compulsory

Masters Courses:

MBA (Banking And Finance Services) 3401

1st Semester

Course Code	Course Title	Credit Units	Status
MBF 701	Financial Management 1	2	C
MBF 703	Financial Markets & intermediaries	2	C
MBF 705	Quantitative Methods	2	C
MBA 719	Basic Accounting for Managers	2	C
MBA 723	Human Resource Management	2	C
MBA 733	Company Law	2	C
MBA 701	Production & Operation Management	2	C
Total		14	

2nd Semester

Course Code	Course Title	Credit Units	Status
MBA 714	Corporate Governance: Theories & issues	2	C
MBF 706	Financial Management 2	2	C
MBF 708	Nigerian Money & Capital Market	2	C
MKT 706	Marketing Management	2	C
MBA 732	Management Information System	2	C
	Elective	2	E
Total		12	

3rd Semester

Course Code	Course Title	Credit Units	Status
MBF 707	Advance Control & Funds Mgt.	2	C
MBF 709	Bank Credit Analysis	2	C
MBA 721	Macro Economics	2	C
Elective		2	E
Total		8	

4th Semester

Course Code	Course Title	Credit Units	Status
MBA 740	Research Design & Methodology	2	C
MBA 790	Project/ Dissertation	6	C
	Total	8	

ELECTIVES:

MBF 710	Banking Law and Regulation
MBF 711	Security Markets & Portfolio Theory
MBF 712	Financial Analysis
MBF 714	International Financial Systems
MBF 713	Investment Analysis
MBF 715	Monetary Theory & Policy
MBF 716	Banking Operations & Management
MBF 717	Money and Banking
MBA 749	Corporate Finance

MBA (Corporate Governance) 3402

700 Level

Year One

1st Semester

Course Code	Course Title	Credit Units	Status
MBA 719	Basic Accounting for Managers	2	C
MBA 733	Company Law	2	C
MBA 717	Basic Maths & Statistics for Managers	2	C
MBA 731	Business Ethics & Corporate Governance	2	C
MBA 723	Human Resource Management	2	C
MBA 701	Production & Operation Management	2	C
	Total	12	

2nd Semester

Course Code	Course Title	Credit Units	Status
MBA 728	Corporate Governance: Company Secretarial Practice	2	C
MBA 744	Corporate Governance: Theories & Issues	2	C
MBA 726	Corporate Management Strategy	2	C
MKT 706	Marketing Management	2	C
MBA 732	Management Information Systems	2	C
	Electives	2	E
	Total	12	

3rd Semester

Course Code	Course Title	Credit Units	Status
MBA 721	Macro Economics	2	C
MBA 749	Financial Statement Analysis & Evaluation	2	C
MBA 723	Human Resources Management	2	C
	Elective	2	E
	Total	8	

4th Semester

Course Code	Course Title	Credit Units	Status
MBA 740	Research Design & Methodology	2	C
MBA 790	Project/ Dissertation	6	C
	Total	8	

ELECTIVES:

- MBA 737 Decision Analysis
- MBA 724 Employee Training & Development
- MBA 725 Organizational Leadership & Change
- MBA 727 Production & Operation Management
- MBA 730 Transportation & Logistics of Physical Distribution
- MBA 732 Management Information System (MIS)
- MBA 713 Managerial Finance

MBA (E-Banking) 3403 700 Level

1st Semester

Course Code	Course Title	Credit Units	Status
MBA 735	Fundamentals of Elect. Banking	2	C
MBA 743	Information Technology Mgt	2	C
MBF 729	Quantitative Methods in Banking & Finance	2	C
MBA 719	Basic Accounting for Managers	2	C
MBA 723	Human Resource Management	2	C
MBA 733	Company Law	2	C
MBA 701	Production & Operation Management	2	C
	Total	14	

2nd Semester

Course Code	Course Title	Credit Units	Status
MBA 752	Emerging Technologies in IT	2	C
MBA 754	Fraud Detection & E-Banking	2	C
MBF 723	Human Resources Management	2	C
MKT 706	Marketing Management	2	C
MBA 732	Management Information System	2	C
Total		10	

3rd Semester

Course Code	Course Title	Credit Units	Status
MBF 727	Advances Control & Funds Management	2	C
CIT 751	Computer Networks & Internet	2	C
MBA 721	Macro Economics	2	C
	Elective	2	E
Total		8	

4th Semester

Course Code	Course Title	Credit Units	Status
MBA 740	Research Design & Methodology	2	C
MBA 790	Project/ Dissertation	6	C
Total		8	

ELECTIVES:

MBA 782	International Financial Management
MBF 745	International Banking
MBF 746	Business Strategy for Banks
MKT 711	Bank Marketing & Operation
MBF 747	Accounting & Control Systems in Banking
MBF 710	Banking Law & Regulations

MBA (E-Business) 3404

700 Level

1st Semester

Course Code	Course Title	Credit Units	Status
MBE 701	Internet Programming	2	C
MBE 703	Information Technology Mgt.	2	C
MBA 723	Human Resource Management	2	C
MBA 717	Basic Maths & Statistics for Managers2	C	
MBA 701	Production & Operation Management	2	C
MBA 719	Basic Accounting for Managers	2	C
	Total	14	

2nd Semester

Course Code	Course Title	Credit Units	Status
MBE 702	Economics of Elec. Business	2	C
MBE 704	Internet Marketing	2	C
MKT 706	Marketing Management	2	C
MBA 732	Management Information Systems	2	C
	Elective	2	E
	Total	10	

3rd Semester

Course Code	Course Title	Credit Units	Status
MBE 707	Computer Networks & Internet	2	C
MBA 713	Managerial Finance	2	C
MBF 705	Fundamentals of E-Commerce	2	C
MBA 721	Macro Economics	2	C
	Elective	2	E
	Total	10	

4th Semester

Course Code	Course Title	Credit Units	Status
MBA 740	Research Design & Methodology	2	C
MBA 790	Project/ Dissertation	6	C
	Total	8	

ELECTIVES:

MBE 715	E-Commerce Law
MBE 709	Selected Topics in E-Commerce
MBE 717	Web Applications Development
MBE 719	Supply Chain Management
MBE 708	Data Mining Application
MBE 722	International Business
ENT 729	Entrepreneurship

MBA (Financial Management) 3407 700 Level

1st Semester

Course Code	Course Title	Credit Units	Status
MBF 719	Analysis & Investment Management	2	C
MBA 713	Managerial Finance	2	C
MBF 729	Quantitative Methods in Banking and Finance	2	C
MBA 721	Macro-Economics	2	C
MBA 701	Production & Operation Management	2	C
MBA 719	Basic Accounting for Managers	2	C
MBA 723	Human Resource Management	2	C
	Total	14	

2nd Semester

Course Code	Course Title	Credit Units	Status
MBF 722	Risk Management	2	C
MBA 714	Corporate Governance: Theories & Issues	2	C
MBF 732	International Finance Management	2	C
MKT 706	Marketing Management	2	C
MBA 732	Management Information System	2	C
	Electives	2	E
	Total	12	

3rd Semester

Course Code	Course Title	Credit Units	Status
MBF 735	Advanced Evaluation Methods	2	C
MBA 723	Human Resource Management	2	C
MBA 721	Macro Economics	2	C
	Elective	2	E
	Total	8	

4th Semester

Course Code	Course Title	Credit Units	Status
MBA 740	Research Design & Methodology	2	C
MBA 790	Project/ Dissertation	6	C
	Total	8	

ELECTIVES:

MBF 737	Financial Analysis
MBA 741	Mgt Planning & Control Systems
MBF 739	Project Evaluation
MBF 740	Financial Institution: Operation & Mgt
MBF 741	Monetary Theory & Policy
ENT 711	Entrepreneurial Finance
MBF 748	Security Markets & Portfolio Theory
MBA 749	Corporate Finance

MBA (Information Technology) 3408
700 Level
YEAR ONE

1st Semester

Course Code	Course Title	Credit Units	Status
CIT 791	Multimedia Technology	3	C
MBA 717	Basic Maths & Statistics for Managers	2	C
MBA 723	Human Resources Management	2	C
CIT 731	Software Engineering Methodologies	2	C
MBA 701	Production & Operation Management	2	C
MBA 719	Basic Accounting for Managers	2	C
Total		13	

2nd Semester

Course Code	Course Title	Credit Units	Status
MBA 756	Information Network Security	2	C
MBA 758	Database Management Systems	2	C
MBA 762	Design and Development of Management Information System	2	C
MKT 706	Marketing Management	2	C
MBA 732	Management Information Systems Electives	2	E
Total		12	

3rd Semester

Course Code	Course Title	Credit Units	Status
MBA 755	Software Project Management	2	C
MBA 757	Decision Support System	2	C
MBA 721	Macro Economics	2	C
	Elective	2	E
Total		8	

4th Semester

Course Code	Course Title	Credit Units	Status
MBA 740	Research Design & Methodology	2	C
MBA 790	Project/ Dissertation	6	C
	Total	8	

ELECTIVES:

MBA 760	Software Quality Assurance
MBA 763	Business Law & Ethics
ENT 733	Technological Entrepreneurship
MBA 761	Leadership & Organization
MBA 764	Planning & Control
MBA 767	Risk & Quality Management
ENT 722	Project Finance & Budgeting

MBA (Human Resources Management) 3409

700 Level

Year One

1st Semester

Course Code	Course Title	Credit Units	Status
MBA 723	Human Resources Management: Theory & Practice	2	C
MBA 745	Issues in Human Resources Management	2	C
MBA 759	Organizational Behaviour & Theory	2	C
MBA 715	Micro-Economics	2	C
MBA 719	Basic Accounting for Managers	2	C
MBA 701	Production & Operation Management	2	C
	Total	12	

2nd Semester

Course Code	Course Title	Credit Units	Status
MBA 768	Interpersonal & Team Dynamics	2	C
MBA 770	Labour Relations	2	C
MBA 724	Employee Training & Development	2	C
MKT 706	Marketing Management	2	C
MBA 732	Management Information System	2	C
	Elective	2	E
	Total	12	

3rd Semester

Course Code	Course Title	Credit Units	Status
MBA 771	Employee Compensation & Benefits	2	C
MBA 773	Human Resources Information Systems	2	C
MBA 775	Employment & Labour Law	2	C
MBA 721	Macro Economics	2	C
	Total	8	

4th Semester

Course Code	Course Title	Credit Units	Status
MBA 740	Research Design & Methodology	2	C
MBA 790	Project/ Dissertation	6	C
	Total	8	

ELECTIVES:

- MBA 772 Negotiation Skills
- MBA 776 Management Knowledge
- MBA 777 Organizational Design & Development
- MBA 778 Leadership in the Modern Organization
- MBA 779 Conflict Resolution Strategies
- MBA780 Creativity, Innovation & Change
- MBA 781 Stakeholder Theory & Social Responsibility

MBA (Marketing) 3410 700 Level

1st Semester

Course Code	Course Title	Credit Units	Status
MKT 707	Fundamentals of Marketing	2	C
MBA 701	MBA 719 Basic Accounting for Mangers	2	C
MBA 723	Production & Operations Management	2	C
MBA 731	Human Resource Management	2	C
	Business Policy	2	C
	Total	10	

2nd Semester

Course Code	Course Title	Credit Units	Status
MBA 706	Marketing Management	2	C
MKT 708	Industrial Relations	2	C
MBA 732	Management Information System	2	C
MBA 788	Strategic Management	2	C
	Elective	2	E
	Total	10	

3rd Semester

Course Code	Course Title	Credit Units	Status
MKT 705	Salesmanship	2	C
MKT 703	International Marketing	2	C
MKT 701	Consumer Behaviour	2	C
MBA 721	Macro Economics	2	C
MBA 740	Research Design & Methodology	2	C
	Elective	2	E
	Total	12	

4th Semester

Course Code	Course Title	Credit Units	Status
MKT 790	Project/Dissertation	6	C
	Total	6	

ELECTIVES

MKT 702	Marketing Strategies	2
MBA 783	Small Business Management	2
MBA 730	Transportation and Logistics of Physical Distribution	2
MBA 713	Managerial Finance	2

MPA (Public Administration) 3411
General Courses

1st Semester

Course Code	Course Title	Credit Units	Status
MPA 701	Theories & Practice of Public Administration	2	C
MPA 721	Nigerian Government and Policies	2	C
MPA 705	Public Policy Analysis	2	E
MPA 725	Organizational Leadership	2	C
MPA 727	Public Administration Law	2	C
MPA 711	Development and Planning Administration	2	C
	Total	12	

2nd Semester

Course Code	Course Title	Credit Units	Status
MPA 702	Introduction to Public Administration	2	C
MPA 712	Budget and Public Financial Management	2	C
MPA 716	International Administrations	2	C
MPA 720	Administration of Public Enterprises and Extra Governmental Agencies	2	C
MPA 726	Public Service Provision	2	C
MPA 722	Advance Organizational Behaviour (Org. Dynamics)	2	C
	Total	12	

Area of Specialization:

Local Government Administration

3rd Semester

Course Code	Course Title	Credit Units	Status
MPA 725	Decentralization and Intergovernmental Relations	2	C
MPA 741	Administration of Urban Systems	2	C
MPA 743	Theory & Practice of Local Government	2	C
MPA 745	Comparative Public Administration	2	C
MPA 739	Research Methods and Quantitative Analysis	2	C
	Total	10	

Electives

MPA 737	Decision Making	2	E
MPA 781	Stakeholders Theory and Social Responsibility	2	E
MPA 711	Organizational Design and Development	2	E

4th Semester

Course Code	Course Title	Credit Units	Status
MPA 736	Rural Development & Administration	2	C
MPA 732	Local Govt. Administration and Revenue Generation	2	C
MPA 788	Strategic Management	2	C
MPA 790	Thesis	6	C
	Total	12	

Electives

MPA 772	Negotiation Skills	2	E
MPA 776	Management Knowledge	2	E
MPA 778	Leadership in Modern Organization	2	E

MPA (Public Administration) 3411

General Courses

1st Semester

Course Code	Course Title	Credit Units	Status
MPA 701	Theories & Practice of Public Administration	2	C
MPA 721	Nigerian Government and Policies	2	C
MPA 705	Public Policy Analysis	2	E
MPA 725	Organizational Leadership	2	C
MPA 727	Public Administration Law	2	C
MPA 711	Development and Planning Administration	2	C
	Total	12	

2nd Semester

Course Code	Course Title	Credit Units	Status
MPA 702	Introduction to Public Administration	2	C
MPA 712	Budget and Public Financial Management	2	C
MPA 716	International Administrations	2	C
MPA 720	Administration of Public Enterprises and Extra Governmental Agencies	2	C
MPA 726	Public Service Provision	2	C
MPA 722	Advance Organizational Behaviour (Org. Dynamics)	2	C
	Total	12	

Area of Specialization: Public Personnel Management

3rd Semester

Course Code	Course Title	Credit Units	Status
MPA 723	Project Management	2	C
MPA 703	Public Personnel Management	2	E
MPA 779	Conflict Resolution Strategies	2	C
MPA 709	Interpersonal/Inter-group Relations	2	C
MPA 739	Research Methods and Quantitative Analysis in Public Administration	2	C
	Total	10	

Electives

MPA 737	Decision Making	2	E
MPA 781	Stakeholders Theory and Social Responsibility	2	E
MPA 777	Organizational Design and Development	2	E

4th Semester

Course Code	Course Title	Credit Units	Status
MPA 728	Public Financial Management	2	C
MPA 710	Policy Analysis and Implementation	2	C
MPA 712	Comparative Public Administration	2	C
MPA 790	Thesis	6	C
	Total	12	

Electives

MPA 772	Negotiation Skills	2	E
MPA 776	Management Knowledge	2	E
MPA 778	Leadership in Modern Organization	2	E

MPA (Public Administration) 3411
General Courses

1st Semester

Course Code	Course Title	Credit Units	Status
MPA 701	Theories & Practice of Public Administration	2	C
MPA 721	Nigerian Government and Policies	2	C
MPA 705	Public Policy Analysis	2	E
MPA 725	Organizational Leadership	2	C
MPA 727	Public Administration Law	2	C
MPA 711	Development and Planning Administration	2	C
	Total	12	

2nd Semester

Course Code	Course Title	Credit Units	Status
MPA 702	Introduction to Public Administration	2	C
MPA 712	Budget and Public Financial Management	2	C
MPA 716	International Administrations	2	C
MPA 720	Administration of Public Enterprises and Extra Governmental Agencies	2	C
MPA 726	Public Service Provision	2	C
MPA 722	Advance Organizational Behaviour (Org. Dynamics)	2	C
	Total	12	

Area of Specialization: Hospital Management

3rd Semester

Course Code	Course Title	Credit Units	Status
MPA 707	Hospital Management	2	C
MPA 713	Planning Health Facilities & Managing Development Process	2	C
MPA 715	Legal Structure in Hospital	2	C
MPA 717	The Role of Board & its Trustees/ Quality Assurance	2	C
MPA 739	Research Methods and Quantitative Analysis	2	C
	Total	10	

Electives

MPA 737	Decision Making	2	E
MPA 781	Stakeholders Theory and Social Responsibility	2	E
MPA 777	Organizational Design and Development	2	E

4th Semester

Course Code	Course Title	Credit Units	Status
MPA 712	Hospital Information Systems	2	C
MPA 780	Health Care Strategic Planning Materials Management	2	C
MPA 714	The Shifting System in Hospital/ Multiple Hospital System Management	2	C
MPA 790	Thesis	6	C
	Total	12	

Electives

MPA 772	Negotiation Skills	2	E
MPA 776	Management Knowledge	2	E
MPA 778	Leadership in Modern Organization	2	E

Commonwealth Executive Master in Business Administration (CEMBA) 3412

1st Semester

Course Code	Course Title	Credit Units	Status
CEP 701	Managing Information Systems	6	C
CEP703	Management in Organizations	6	C
CEP 705	Managerial Economics	6	C
	Total	18units	

2nd Semester

Course Code	Course Title	Credit Units	Status
CEP 702	Managing Human Resources	6	C
CEP 704	Operations Management	6	C
CMB 706	International Marketing	6	C
CMB 708	Strategic Management	6	C
	Total	24 units	

3rd Semester

Course Code	Course Title	Credit Units	Status
CEP 707	Economic Environment of Business	6	C
CEP 709	Quantitative Techniques	6	C
CMB 711	Quality Management	6	C
CEP 713	Research Methods	6	C
	Total	24 units	

4th Semester

Course Code	Course Title	Credit Units	Status
CEP 710	Marketing Management	6	C
CEP 712	Accounting & Finance	6	C
CMB 714	Corporate Finance	6	C
CEP 716	Project 6	C	
	Total	24 units	

Commonwealth Executive Master in Public Administration (CEMPA)

1st Semester

Course Code	Course Title	Credit Units	Status
CEP 701	Managing Information Systems	6	C
CEP 703	Managing In Organization	6	C
CMP 705	Policy Analysis & Implementation	6	C
	Total	18 units	

2nd Semester

Course Code	Course Title	Credit Units	Status
CEP 702	Managing Human Resource	6	C
CEP 704	Operations Management	6	C
CMP 706	Contemporary Admin Systems	6	C
CMP 708	Public Policy	6	C
	Total	24 units	

3rd Semester

Course Code	Course Title	Credit Units	Status
CEP 715	Public Systems Management	6	C
CEP 709	Quantitative Techniques	6	C
CMP 711	Development Planning & Admin	6	C
CEP 713	Research Methods	6	C
	Total	24 units	

4th Semester

Course Code	Course Title	Credit Units	Status
CEP 710	Marketing Management	6	C
CEP 712	Economic Environment of Bus.	6	C
CEB 718	Project Management	6	C
CEP 716	Project 6	C	
	Total	24 units	

M.Sc (Tourism) 3413
700 Level

1st Semester

Course Code	Course Title	Credit Units	Status
TSM 701	Tourism Policy & Development	2	C
TSM 703	Sociology of Tourism	2	C
TSM 705	Finance for Managers	2	C
TSM 707	Adventure & Activity Tourism	2	C
TSM 709	Consumer Psychology	2	C
	Total	10	

2nd Semester

Course Code	Course Title	Credit Units	Status
TSM 702	Strategic Planning in Tourism	2	C
TSM 704	E-Business & IT Application for Tourism	2	C
TSM 706	Tourism & Cultural Conflict	2	C
TSM 708	Tourism Destination Development	2	C
TSM 720	Fundamentals of (Tourism) Marketing	2	C
	Total	10	

3rd Semester

Course Code	Course Title	Credit Units	Status
MBA 723	Human Resource Management	2	C
TSM 711	Tourism Leisure & Sustainable Development	2	C
TSM 799	Project/Dissertation	6	C
	Total	10	

6.3 CENTRE FOR CONTINUING EDUCATION AND WORKPLACE TRAINING (CCE &WT)

Introduction

The Centre for Continuing Education and Workplace Training (CCE & WT) is one of the academic units of the National Open University of Nigeria. The Centre functions within the broad framework of the mission statement of National Open University of Nigeria. It offers a variety of Access, Certificate and Diploma programmes in a wide range of disciplines. It is equipped with many recent technologies that enable it to connect effectively and efficiently with NOUN Study Centres all over the country in the interest of its students.

6.3.1 Objectives

The Centre for Continuing Education and Workplace Training has the following objectives

- To provide equal access to formal and/or higher education to all Nigerians and collaborate with NOUN recognised and accredited institutions in and outside Nigeria to achieve this objective.
- To plan, develop and offer academic programmes at the Access, pre-Certificate, Certificate and Diploma levels.
- To provide training and retraining, long term and short term courses, seminars and workshops to individuals, institutions and corporate organisations, already employed in the country's various workplaces
- To conduct research into all areas covered in the Centre's curricular and extra-curricular activities
- To collaborate in the curriculum development and planning of related courses/programmes offered by other academic units of the University
- To provide consultancy services to organisations, training

and retraining to individuals or corporate bodies.

- To support the development of relevant networks connecting communities of professionals, businessmen, entrepreneurs and educators.
- To support the development of relevant networks connecting communities of Professionals; businessmen; entrepreneurs; and educators.

6.3.2 Academic Programmes and Programme Codes

Programmes in the Centre for Continuing Education and Workplace Training are designed to cater for the continuous educational development of the less privileged literate and semi-literate citizens in various workplace training centres, out-of-school youths, rural farmers etc who by the very nature and design of their environment are denied access to formal and/or further education as well as to the educated ones/professionals, politicians, self employed businessmen and women who need further training and retraining; workshops, short courses etc for the building of their capacities in their new areas.

The integrated programme of lectures, practical work, tutorials, and internship and in some cases excursions allows students to acquire the knowledge and skills necessary to practice as competent specialists.

CCE & WT Proficiency Certificate/Special Programmes

Apart from the above-mentioned Certificate and Diploma courses, the Centre also provides all-year-round short courses, refresher courses, seminars, conferences and workshops to the vulnerable populace of the country – the less privileged literate and semi-literate citizens in various workplace training centres, the migrant fishermen, the nomadic cattle and sheep rearers, the rural farmers, the out-of-school youths, etc. who have been denied access to formal and/or higher education, as well as to the educated ones, low and high, who are already gainfully employed – the artisans,

teachers, accountants, teachers, politicians, self-employed businessmen and women who need one kind of training and retraining or the other.

The CCE&WT Training Manual available at the Centre contains the details of these short time courses including the timetable and possible venues.

The academic programmes of the Centre, including their codes are as outlined below:

Programme Description	Programme Code
Proficiency Certificate Programmes	
Beauty Care and Modelling	0001
Beauty Therapy	0002
Bio Technology (Beekeeping, snail, mushroom rearing, etc)	0003
Call Centre Skills	0004
Cell Phone Repair	0005
Seed Science and Agro-Based Food Technology	0006
Certificate Programmes	
Computer Literacy	1004
Dental Office Practice	1017
Entrepreneurship/Small Business Management	1007
Small Business Management (Financial Management)	1008
Legal Secretarial Studies	1016
Small Business Management (Marketing)	1009
Medical Office Practice	1010
Secretarial Studies	1013
Diploma Programmes	
Business Communication	1201
Computer Literacy	1202

Office Practice	1214
Entrepreneurship/Small Business Management	1205
Small Business Management (Financial Management)	1206
Legal Secretarial Studies	1213
Marketing	1207
Medical Office Practice	1208
Secretarial Studies	1210

6.3.3 Admission Requirements

Proficiency Certificate Courses

- First School Leaving Certificate and/or SSCE/WASC/GCE/NECO attempted, or its equivalent.
- Open to all who are desirous and are able to learn and keep learning.

Note:

Candidates for Proficiency Certificate Programmes will not be qualified to proceed to a higher level of study without possessing the requisite basic qualifications.

Certificate Programmes

- At least two credits in the SSCE/GCE ordinary level /NECO/TC II/NABTEB in English Language and any other two Arts or Social Sciences subjects at not more than two sittings.
- Mature students, that is, students from 30 years old and above with good working experience in relevant areas may be considered. However, each mature student's case is considered on its own merit.

Diploma Programmes

- The admission requirement for diploma programmes in the University is three credits at SSCE/WASC/GCE/NECO or its equivalent, including English Language and

Mathematics.

- Mature students, that is, students from 30 years old and above with good working experience in relevant areas may be considered. However, each mature student's case is considered on its own merit.

6.3.4 Duration of Programmes/Courses

- The Centre's Proficiency Certificate Courses are short courses that last from one week to twelve months depending on the nature of the skill to be acquired. For instance, whereas some programmes such as *bee keeping* and *honey bee production* that are mostly practical oriented may last for three to six weeks, others such as *cell phone repairs*, which is fully loaded in theory and practice will last from six months to one year, the period of internship inclusive.
- The duration of the other academic programmes in the Centre are:
 - University Certificate – 1 year.
 - University Diploma – 2 years.

The supervision, monitoring and assessment of the progress of your work will also be done by the supervisor. At the end of the work experience, the evaluation of the practical records of self-activities and supervised activities will be done. The weighting is 50%. The theory component constitutes the remaining 50%. To be eligible to sit for practical examination, 90% attendance in the clinical/internship sessions is required.

BUSINESS COMMUNICATION

COURSE TITLE	BUSINESS COMMUNICATION
COURSE CODE	BSC
LEVEL OF STUDY	CERTIFICATE
DURATION	1 ACADEMIC SESSION
NUMBER OF CREDIT UNITS	35

1st Semester

Code	Title	Credit Units	Status
BSC 001	Communication Theory 1	3	C
BSC 002	Organisational Communication	3	C
BSC 003	Media and Media Selection	3	C
BSC 004	Individual Oral Communication Techniques	3	C
BSC 005	Group Oral Communication Techniques	3	C
BSC 006	Graphic Communication Techniques I	2	C
GST 107	The Good Study Guide	2	C
Total		19 credit units	

2nd Semester

BSC 007	Graphic Communication Techniques II	2	
BSC 008	Business Language	2	C
BSC 009	Principles of Business Writing	2	C
BSC 010	Descriptive and Prescriptive Writing	3	C
BSC 011	Persuasive, Argumentative, and Evaluative Writing	3	C
BSC 012	Business Communication – Study Guide	2	C
BSC 013	Practicum	2	C
	Total	16 credit units	

Key

C = Compulsory

E = Elective

Compulsory Credit Units = 35

Elective Credit Units =

Total Credit Units to be passed = 35

BUSINESS COMMUNICATION

COURSE TITLE	BUSINESS COMMUNICATION
COURSE CODE	BSC
LEVEL OF STUDY	DIPLOMA
DURATION	2 ACADEMIC SESSIONs
NUMBER OF CREDIT UNITS	30

YEAR I:

1st Semester

Code	Title	Credit Units	Status
BSC 021	Communication Theory II	3	C
BSC 022	Organisational Communication II	3	C
BSC 023	Media and Media Selection II	3	C
GST 101	Use of English and Communication Skill I	2	C
GST 107	The Good Study Guide	2	C
	Elective	2	E
	Total	15 credit units	

2nd Semester

BSC 024	Individual Oral Communication Techniques II	4	C
BSC 025	Group Oral Communication Techniques II	4	C
BSC 026	Graphic Communication Techniques 1I	3	C
GST 103	Study Skills 1	2	C
	Elective	2	E
Total		15 credit units	

Key

C = Compulsory

E = Elective

Compulsory Credit Units = 26

Elective Credit Units = 4

Total Credit Units to be passed = 30

CALL CENTRE SKILLS

COURSE TITLE	CALL CENTRE SKILL
COURSE CODE	CCS
LEVEL OF STUDY	CERTIFICATE
DURATION	1 ACADEMIC SESSION
TOTAL CREDIT UNITS	35

1st Semester

Code	Title	Credit Units	Status
CCS 001	Service Matters	4	C
CCS 002	Value Service Delivery	4	C
CCS 003	Customer Interactions	2	E
CCS 004	Customer Retention and Stress Management	4	C
GST 107	The Good Study Guide	2	C
Total		16 credit units	

2nd Semester

CCS 005	Cost Effectiveness of Call Centres	4	C
CCS 006	Business Communication	4	C
CCS 007	Starting and Managing Own Business	4	C
CCS 008	Managing Interactions	4	C
CCS 009	Practicals	3	C
	Total	19 credit units	

Key

C = Compulsory

E = Elective

Compulsory Credit Units = 33

Elective Credit Units = 2

Total Credit Units to be passed = 35

CELL PHONE REPAIR

COURSE TITLE	CELL PHONE REPAIR
COURSE CODE	MPU
LEVEL OF STUDY	PROFICIENCY CERTIFICATE
DURATION	1 ACADEMIC SESSION
TOTAL CREDIT UNITS	35

1st Semester

Code	Title	Credit Units	Status
CDR 001	Cell Phone Repair Study Guide	3	C
CDR 002	Mobile Cellular Handset Repair 1	3	C
CDR 003	Features and Models of Brand names	3	C
CDR 004	Practicals I	5	C
GST 107	The Good Study Guide	2	C
	Total	16 credit units	

2nd Semester

CDR 005	Repair Kit	3	C
CDR 006	Soldering Iron/Video	3	C
CDR 007	Starting and Managing Own Business	3	C
CDR 008	Mobile Cellular Handset Repair 11	4	C
CDR 009	Bookkeeping and Workplace Organisation	3	C
CDR 011	Practicals II	3	E
	Total	19 credit units	

Key

C = Compulsory

E = Elective

Compulsory Credit Units = 35

Elective Credit Units = -

Total Credit Units to be passed = 35

COMPUTER LITERACY

COURSE TITLE	COMPUTER LITERACY
COURSE CODE	CPL
LEVEL OF STUDY	CERTIFICATE
DURATION	1 ACADEMIC SESSION
TOTAL CREDIT UNITS	35

1st Semester

Code	Title	Credit Units	Status
CPL 001	Computer Literacy I	4	C
CPL 002	Operating a Personal Computer	4	C
CPL 003	Operating Personal Computer Peripherals	4	C
GST 107	The Good Study Guide	4	C
	Total	16 credit units	

2nd Semester

CPL 004	Using a Personal Computer Operating System II	4	C
CPL 005	Producing Word – Processing Documents Using Basic Functions	4	C
CPL 006	Introduction to Computers – (Study Guide)	4	C
CPL	Elective	2	E
CPL 007	Practicals	5	C
Total		19 credit units	

Key

C = Compulsory

E = Elective

Compulsory Credit Units = 33

Elective Credit Units = 2

Total Credit Units to be passed = 35

DENTAL OFFICE PRACTICE

COURSE TITLE	DENTAL OFFICE PRACTICE
COURSE CODE	DOP
LEVEL OF STUDY	CERTIFICATE
DURATION	1 ACADEMIC SESSION
TOTAL NUMBER OF CREDIT UNITS	35

1st Semester

Code	Title	Credit Units	Status
DOP 001	Dental Office Practice: Study Guide	3	C
DOP 002	Introduction to Medical and Dental Reception	3	C
DOP 003	Dealing with Patients	2	C
DOP 004	Medical Office Bookkeeping I	2	C
DOP 005	Medical Office Bookkeeping II	2	C
GST 107	The Good Study Guide	2	C
DOP 006	Practicals	3	C
Total		17 credit units	

2nd Semester

DOP 007	General Dentistry, Specialities and Terminologies	3	C
DOP 008	Basic Dental Anatomy	3	C
DOP 009	Dental Records and Appointments	3	C
DOP 011	Communicating in Writing	3	C
DOP 012	Practicals	3	C
DOP 013	Internship	3	C
Total		18 credit units	

Key

C = Compulsory

E = Elective

Compulsory Credit Units = 35

Elective Credit Units = -

Total Credit Units to be passed = 35

DENTAL OFFICE PRACTICE

COURSE TITLE	DENTAL OFFICE PRACTICE
COURSE CODE	DOP
LEVEL OF STUDY	DIPLOMA
DURATION	2 ACADEMIC SESSIONS
TOTAL NUMBER OF CREDIT UNITS	30

1st Semester

Code	Title	Credit Units	Status
DOP 021	Dental Office Practice: Study Guide	3	C
DOP 022	Introduction to Medical and Dental Reception	2	C
DOP 023	Advanced Medical and Dental Reception	3	C
GST 107	The Good Study Guide	2	C
GST 101	Use of English & Communication Skills I	2	C
DOP 024	Practicals	3	C
Total		15 credit units	

2nd Semester

DOP 025	Dealing with Patients	2	C
DOP 026	Medical Office Bookkeeping I	2	C
DOP 027	Medical Office Bookkeeping II	2	C
GST 103	Study Skills I	2	C
	Elective	2	E
DOP 028	Practicals	2	C
DOP 029	Internship	3	C
Total		15 credit units	

Key

C = Compulsory

E = Elective

Compulsory Credit Units = 28

Elective Credit Units = 2

Total Credit Units to be passed = 30

ENTREPRENEURSHIP/SMALL BUSINESS MANAGEMENT

COURSE TITLE	ENTREPRENEURSHIP/SMALL BUSINESS MANAGEMENT
COURSE CODE	ENT
LEVEL OF STUDY	CERTIFICATE
DURATION	1 ACADEMIC SESSION
TOTAL CREDIT UNITS	35

1st Semester

Code	Title	Credit Units	Status
ENT 001	Entrepreneurship and Business	2	C
ENT 002	Feasible Small Business Ideas	3	C
ENT 003	The Business Plan	3	C
BCM 014	Starting and Managing Own Business 1	2	C
ENT 005	Analysing Financial Statements and Budgeting	3	C
ENT 006	Capital Needs and Finance	3	C
GST 107	The Good Study Guide	2	C
Total		18 credit units	

2nd Semester

ENT 007	Credit Extension, Stock-management, Taxation and Insurance	3	C
ENT 008	Introduction to Marketing	3	C
ENT 009	The Marketing-Mix	2	C
ENT 011	The Marketing Plan	2	C
ENT 012	Computing for Small Business	2	C
ENT 013	Computing for Study Guide for Small Business	3	C
ENT 014	Law of Employment - Overview	2	C
Total		17 credit units	

Key

C = Compulsory

E = Elective

Compulsory Credit Units = 35

Elective Credit Units = -

Total Credit Units to be passed = 35

ENTREPRENEURSHIP/SMALL BUSINESS MANAGEMENT

COURSE TITLE	ENTREPRENEURSHIP/SMALLBUSINESS MANAGEMENT
COURSE CODE	ENT
LEVEL OF STUDY	DIPLOMA
DURATION	2 ACADEMIC SESSIONS
TOTAL NO. OF CREDIT UNITS	30

1st Semester

Code	Title	Credit Units	Status
ENT 021	Entrepreneurship and Business	2	C
ENT 022	The Viability of Business Ideas and Business Plan	2	C
BCM 014	Starting and Managing Own Business 11	2	C
ENT 024	Introduction to Financial Management	2	C
ENT 025	Analysing Financial Statements, Break-Even Point and Budgeting	2	C
ENT 026	Capital Needs and Finance	2	C
GST 101	Use of English and Communication Skills I	2	C
GST 107	The Good Study Guide	2	C
Total		16 credit units	

2nd Semester

ENT 029	Credit Extension, Stock management, Taxation and Insurance	2	C
ENT 031	Introduction to Marketing	2	C
ENT 032	Defining Your Target Market	2	C
ENT 033	The Market Mix-Product and Price Decisions	2	C
ENT 034	The Market-Mix Distribution and Promotion Decisions	2	C
ENT 035	The Marketing Plan	2	C
ENT 036	Computing for Small Business and Study Guide	2	C
GST 103	Study Skills 1	0	C
Total		14 credit units	

Key

C = Compulsory

E = Elective

Compulsory Credit Units = 30

Elective Credit Units = -

Total Credit Units to be passed = 30

SMALL BUSINESS MANGEMENT (FINANCIAL MANAGEMENT)

COURSE TITLE	FINANCIAL MANAGEMENT
COURSE CODE	FMG
LEVEL OF STUDY	CERTIFICATE
DURATION	1 ACADEMIC SESSION
TOTAL CREDIT UNITS	35

1st Semester

Code	Title	Credit Units	Status
FMG 001	Introduction to Financial Management 1	4	C
FMG 002	Statements Analysis, Breakeven	4	C
FMG 003	Capital Requirements	4	C
FMG 004	Credit, Stock Management1	2	C
GST 107	The Good Study Guide	2	C
	Elective	2	E
Total		18 credit units	

2nd Semester

FMG 005	Insurance	2	C
FMG 006	Introduction to Financial Management 11	3	C
FMG 006	Computing for Small Business	4	C
FMG 007	Computing for Small Business	4	C
BCM 014	Starting and Managing Own Business 1	2	C
	Elective	2	E
Total		17 credit units	

Key

C = Compulsory

E = Elective

Compulsory Credit Units = 31

Elective Credit Units = 4

Total Credit Units to be passed = 35

SMALL BUSINESS MANAGEMENT (FINANCIAL MANAGEMENT)

COURSE TITLE	FINANCIAL MANAGEMENT
COURSE CODE	FMG
LEVEL OF STUDY	DIPLOMA
DURATION	ACADEMIC SESSIONS
TOTAL CREDIT UNITS	30

1st Semester

Code	Title	Credit Units	Status
FMG 021	Essentials of Financial Management	3	C
FMG 022	Statements Analysis, Breakeven	3	C
FMG 023	Capital Requirements	3	C
FMG 024	Insurance I	2	C
GST 107	The Good Study Guide	2	C
	Elective	2	E
Total		15 credit units	

2nd Semester

FMG 025	Insurance II	3	C
FMG 026	Computing for Small Business	3	C
FMG 027	Computing for Small Business: Study Guide	3	C
BCM 014	Starting and Managing Own Business 11	2	C
ENT	Identifying Feasible Ideas	2	C
	Elective	2	E
Total		15 credit units	

Key

C = Compulsory

E = Elective

Compulsory Credit Units = 26

Elective Credit Units = 4

Total Credit Units to be passed = 30

LEGAL SECRETARIAL STUDIES

COURSE TITLE	LEGAL SECRETARIAL STUDIES
COURSE CODE	LSS
LEVEL OF STUDY	DIPLOMA
DURATION	2 ACADEMIC SESSION
TOTAL CREDIT UNITS	30

1st Semester

Code	Title	Credit Units	Status
LSS 021	Type quick I	2	C
LSS 022	Computing Study Guide I	2	C
	Elective	2	E
GST 107	The Good Study Guide	2	C
GST 101	Use of English and Communication Skills I	2	C
	Courses still being developed	5	C
Total		15 credit units	

2nd Semester

LSS 024	Type quick II	2	C
LSS 025	Computing Study Guide II	2	C
	Elective	2	C
GST 103	Study Skills I	2	C
	Courses still being developed	7	C
Total units		15 credit units	

Key

C = Compulsory

E = Elective

Compulsory Credit Units = 26

Elective Credit Units = 4

Total Credit Units to be passed = 30

MEDICAL OFFICE PRACTICE

COURSE TITLE	MEDICAL OFFICE PRACTICE
COURSE CODE	MOP
LEVEL OF STUDY	CERTIFICATE
DURATION	1 ACADEMIC SESSION
TOTAL NUMBER OF CREDIT UNITS	35

1st Semester

Code	Title	Credit Units	Status
MOP 001	Medical Office Procedure: Study Guide	2	C
MOP 002	Introduction to Medical and Dental Reception	2	C
MOP 003	Medical Law for Medical Reception	2	C
MOP 004	Dealing with Patients	2	C
MOP 005	First Aid and Emergencies	2	C
MOP 006	Communicating with Patients and the Team	2	C
MOP 007	Practicals	3	C
GST 107	The Good Study Guide	2	C
Total		17 credit units	

2nd Semester

MOP 008	Communicating in Writing	2	C
MOP 009	Office Keeping and Management Practices	2	C
MOP 011	Medical Office Bookkeeping	2	C
MOP 012	Introduction to Medical Terminology	2	C
MOP 013	Ethics and Law	2	C
MOP 014	Appointments, Medical Reports and Records	2	C
MOP 015	Practicals	3	C
MOP 016	Internship	3	C
Total		18 credit units	

Key

C = Compulsory

E = Elective

Compulsory Credit Units = 35

Elective Credit Units = -

Total Credit Units to be passed = 35

MEDICAL OFFICE PRACTICE

COURSE TITLE	MEDICAL OFFICE PRACTICE
COURSE CODE	MOP
LEVEL OF STUDY	DIPLOMA
DURATION	2 ACADEMIC SESSIONS
TOTAL NUMBER OF CREDIT UNITS	30

1st Semester

Code	Title	Credit Units	Status
MOP 021	Medical Office Practice: Study Guide	2	C
MOP 022	Introduction to Medical Dental Reception	2	C
MOP 023	Advanced Medical Dental Reception	2	C
MOP 024	Medical Law for Medical Reception	2	C
GST 107	The Good Study Guide	2	C
GST 101	Use of English and Communication Skills II	2	C
MOP 025	Practicals	3	C
Total		15 credit units	

2nd Semester

MOP 026	Dealing with Patients	2	C
MOP 027	First-Aid and Emergencies	2	C
	Elective	2	E
MOP 028	Communicating with Patients and the Team	2	C
GST 103	Study Skills I	2	C
MOP 029	Practicals	2	C
MOP 031	Internship	3	C
Total		15 credit units	

Key

C = Compulsory

E = Elective

Compulsory Credit Units = 28

Elective Credit Units = 2

Total Credit Units to be passed = 30

SMALL BUSINESS MANAGEMENT (MARKETING)

COURSE TITLE	MARKETING
COURSE CODE	MKG
LEVEL OF STUDY	DIPLOMA
DURATION	2 ACADEMIC SESSIONS

1st Semester

Code	Title	Credit Units	Status
MKG 021	Introduction to Marketing	3	C
MKG 022	Defining your Target Market	3	C
MKG 023	Market Mix: Product and Price	3	C
MKG 024	Marketing Plan	3	C
	Elective	2	E
GST 107	The Good Study Guide	2	C
Total		16 credit units	

2nd Semester

MKG 025	Distribution and Promotion	3	C
MKG 026	Computing for Small Business	3	C
MKG 027	Computing for Small Business: Study Guide	3	C
MKG 028	Law of Employment Overview	3	C
	Elective	2	E
Total		14 credit units	

Key

C = Compulsory

E = Elective

Compulsory Credit Units = 12

Elective Credit Units = 2

Total Credit Units to be passed = 14

SECRETARIAL STUDIES

COURSE TITLE	SECRETARIAL STUDIES
COURSE CODE	SES
LEVEL OF STUDY	CERTIFICATE
DURATION	1 ACADEMIC SESSION
TOTAL CREDIT UNITS	35

1st Semester

Code	Title	Credit Units	Status
SES 001	Filing	3	C
SES 002	The Secretary and the meeting	3	C
SES 003	Business Communication	3	C
SES 004	Secretarial Procedures	3	C
GST 107	The Good Study Guide	2	C
	Elective	2	E
Total		16 credit units	

2nd Semester

SES 005	Communication Prepack	4	C
SES 006	Media and Media Selection	4	C
SES 007	Organisational Communication	4	C
SES 008	Individual and oral Communication Techniques	4	C
SES 009	Practicum	3	C
Total units		19 credit units	

Key

C = Compulsory

E = Elective

Compulsory Credit Units = 33

Elective Credit Units = 2

Total Credit Units to be passed = 35

SECRETARIAL STUDIES

COURSE TITLE	SECRETARIAL STUDIES
COURSE CODE	SES
LEVEL OF STUDY	DIPLOMA
DURATION	2 ACADEMIC SESSIONS
TOTAL CREDIT UNITS	30

1st Semester

Code	Title	Credit Units	Status
SES 021	Filing 1	3	C
SES 022	The Secretary and the meeting	3	C
SES 023	Business Communication 1	3	C
	Elective	2	E
GST 101	Use of English and Communication Skills I	2	C
GST 107	The Good Study Guide	2	C
Total		15 credit units	

2nd Semester

SES 024	Introduction to Nigerian law II	3	C
SES 025	Criminal law and Procedures II	3	C
SES 026	Civil Litigation II	3	C
SES 027	Secretarial Procedure I & II	2	
	Elective	2	E
GST 103	Study Skills 1	2	C
Total units		15 credit units	

Key

C = Compulsory

E = Elective

Compulsory Credit Units = 26

Elective Credit Units = 4

Total Credit Units to be passed = 30

PCBASICS

COURSE TITLE	PC BASICS
COURSE CODE	PCB
LEVEL OF STUDY	CERTIFICATE
DURATION	1 ACADEMIC SESSION
TOTAL CREDIT UNITS	35

1st Semester

Code	Title	Credit Units	Status
PCB 001	PC Basics Kit	4	C
PCB 002	PC Basics Study Guide I	4	C
PCB 003	Practicum I	4	C
GST 101	The Use of English and Communication Skills I	3	C
	Elective	2	E
Total		17 credit units	

2nd Semester

PCB 004	Computer Hardware and Peripherals II	4	C
PCB 005	PC Basics Kit II	3	C
PCB 006	Keyboarding II	3	C
	Elective	2	E
PCB 007	Practicum II	4	C
GST 101	Use of English Communication skills II	2	C
Total units		18 credit units	

Key

C = Compulsory

E = Elective

Compulsory Credit Units = 31

Elective Credit Units = 4

Total Credit Units to be passed = 35

6.4 SCHOOL OF EDUCATION

Introduction

The School of Education is one of the Schools at the National Open University of Nigeria. The School offers a variety of programmes leading to the award of Bachelor, Masters and Postgraduate Diploma degrees.

6.4.1 Objectives:

The School has the following objectives, to

- Prepare professional teachers /leaders/researchers in teacher education using the Distance Learning Mode.
- Collaborate with other schools in the University in the provision of high quality and flexible education.
- Improve the skills of teachers and those intending to enter professions related to working with young children.
- Be part of the stakeholders responsible for producing well-rounded professional graduate teachers at all levels of education, especially in the Sciences, Arts and Information Technology.
- Develop course materials in all the programmes offered in the school.
- Provide instruction to meet the needs of the society and the students.
- Conduct researches on education related issues.

6.4.2 Academic Programmes of the School

The following academic programmes are available in the School.

6.4.2.1 First Degree Programmes:

- B. Sc. (Ed) Agricultural Science
- B. Sc. (Ed) Biology
- B. Sc. (Ed) Chemistry
- B. Sc. (Ed) Information Technology

- B. Sc. (Ed) Integrated Science
- B. Sc. (Ed) Mathematics
- B. Sc. (Ed) Physics
- B. A. (Ed) English Language
- B. A. (Ed) French
- B. A. Early Childhood Education
- B. A. Primary Education

6.4.2.2 **Postgraduate Diploma:** Postgraduate Diploma in Education (PGDE).

6.4.2.3 Masters Programmes:

- Educational Administration & Planning
- Educational Technology
- Science Education
- Mathematics Education
- Open and Distance Learning (ODL)

6.4.3 Academic Requirement towards a degree

Below is the expected carrying load for the different category of programmes

Type of Programme	Minimum allowed per Semester (Full time)	Maximum allowed per Semester	Minimum Credits required for graduation	Minimum period allowed for graduation	Minimum period allowed for graduation
First Degree	15	20	120 min for 4 years prog 90 min. for 3 years prog.	full-time 4yrs	Flexible mode 6 years
Post Graduate Diploma	15	18	30	1 year	2 years
M.Ed	15	18	40	11/2 years	3 years

6.4.4 Courses and their Distribution for the 100 and 200 Levels:

General Courses

You will offer some compulsory courses across the University. These General Courses coded GST will provide you with some efficiency in communication skill, computer appreciation and social interaction skills within the context of our country.

These courses are:

Study skills I	GST 103
Use of English and Comm. Skills I &II	GST 101 and GST 102
History and Philosophy of Science	GST 105
People and Culture	GST 201
Computer Fundamentals	GST 202
Logic and Creative Thinking	GST 203
Nigeria and her Neighbors	GST 204
The Good Study Guide	GST 107
Study Skills II	GST 104

B. Sc. (Ed) Agricultural Science

First Year of Study

1st Semester

Course Code	Title	Credit	Status Units
EDU 101	Foundations of Education	2	C
GST 101	Use of English & Comm. Skills I	2	C
GST 103	Study Skills I	0	E
GST 105	History & Philosophy of Science	2	E
PHY 111	Elementary Mechanics	2	E
PHY 121	Heat & Properties of Matter	2	E
PHY 191	Physics Practicals I	1	E
CHM 111	Introductory Inorganic Chemistry	2	C
CHM 121	Introductory Physical Chemistry	2	C
CHM 191	Introductory Practical Chemistry I	2	C
BIO 111	Biology of Plants	2	E
BIO 191	Introductory Biology Practical I	2	C
MTH 111	Algebra & Trigonometry	2	C
GST 107	The Good Study Guide	2	C
CIT 101	Computers in Society	2	E
Total			27

Total number of credit units of Compulsory Courses = 14

Total number of credit units of Elective Courses = 13

2nd Semester

Course Code	Title	Credit	Status Units
EDU 102	Professionalism in Teaching	2	C
GST 102	Use of English & Comm. Skills II	2	C
GST 104	Study Skills II	0	C
PHY 132	Electricity, Magnetism & Modern Physics	2	E
PHY 142	Geometrics & Wave Optics	2	E
PHY 192	Physics Practicals II	2	C
CHM 132	Introductory organic Chemistry	2	E
CHM 192	Introductory Practical Chemistry II	2	C
BIO 192	Introductory Biology Practical II	2	C
MAT 102	Introductory Statistics in Education	2	C
CIT 102	Application of Software Skills	2	E
Total		20	

Total number of credit units of Compulsory Courses = 12

Total number of credit units of Elective Courses = 08

Key: C = Compulsory & E = Elective

B.Sc (Ed) Agric Science
Second Year of Study
1st Semester

Course Code	Title	Credit	Status Units
EDU 201	Curriculum Theory and Practice	2	C
AEM 201	Principles of Agriculture and Agric. Production	2	C
AEM 215	Economic Botany	2	C
AEM 241	Elements of Rural Sociology	2	C
BIO 201	Cytology, Genetics and Physiology	2	E
BIO 211	Plant Diversity (lower plants)	2	E
GST 201	People & Cultures	2	C
GST 202	Computer Fundamentals	2	C
Total		16	

Total number of credit units of Compulsory Courses = 12

Total number of credit units of Elective Courses = 04

2nd Semester

Course Code	Title	Credit	Status Units
GST 202	Logic & Creative Thinking	2	C
EDU 202	Subject Method I	2	C
AEM 206	Agric Climatology	2	C
AEM 220	Introduction to Animal Science	2	C
AEM 222	Anatomy and Physiology of Farm Animals	2	C
AEM 244	Rural Settlements and Patterns	2	E
AEM 246	Youth Organisations and Patterns	2	C
AEM 252	Micro Economic Analysis	2	C
Total		16	

Total number of credit units of Compulsory Courses = 14

Total number of credit units of Elective Courses = 02

Key: C = Compulsory & E = Elective

B. Sc. (Ed) Biology
First Year of Study
1st Semester

Course Code	Title	Credit	Status Units
BIO 101	General Biology	2	C
BIO 111	Biology of Plants	2	C
CHM 101	Intro. General Chemistry	2	C
CHM 191	Intro. Chemistry Practicals	2	E
EDU 101	Foundations of Education	2	C
PHY 111	Elementary Mechanics	2	E
GST 101	Use of English and Comm. Skill I	2	C
GST 103	Study Skills I	0	C
GST 105	History & Philosophy of Science	2	C
GST 107	The Good Study Guide	2	C
CIT 101	Computers in Society	2	E
Total		20	

Total number of credit units of Compulsory Courses = 14

Total number of credit units of Elective Courses = 06

2nd Semester

Course Code	Title	Credit	Status Units
BIO 102	Biology of Animals	2	C
BIO 124	Internal & External Morphology of Vascular Plants	2	C
BIO 192	Intro. Biology Practicals	2	C
BIO 123	Animal Diversity (Lower Animal)	2	C
CHM 102	Atoms & Molecules	2	E
CHM 194	General Chemistry Practicals	2	E
EDU 102	Professionalism in Teaching	2	C
CIT 102	Application of Software Skills	2	E
GST 102	Use of English and Communication Skills II	2	C
GST 104	Study Skills II	2	C
Total		18	

Total number of credit units of Compulsory Courses = 12

Total number of credit units of Elective Courses = 06

Key: C = Compulsory & E = Elective

B.Sc (Ed) Biology
Second Year of Study
1st Semester

Course Code	Title	Credit	Status Units
GST 201	People and Cultures	2	C
GST 211	Computer fundamentals	2	C
BIO 211	Genetics I	2	C
BIO 221	General Physiology	2	C
EDU 201	Curriculum Theory & Practical	2	C
BIO 201	Cytology and Molecules	2	C
	Total	12	

Total number of credit units of Compulsory Courses = 12

Total number of credit units of Elective Courses = 00

2nd Semester

Course Code	Title	Credit	Status Units
GST 202	Logic and Creative Thinking	2	C
EDU 202	Subject Methods I	2	C
EPS 212	Entrepreneurship Education	2	C
BIO 212	Introduction Development Cell Biology	2	C
BIO 214	General Physiology	2	C
BIO 222	Introduction Ecology	2	C
	Total	12	

Total number of credit units of Compulsory Courses = 12

Total number of credit units of Elective Courses = 00

Key: C = Compulsory & E =Elective

B. Sc. (Ed) Chemistry
First Year of Study
1st Semester

Course Code	Title	Credit	Status Units
CHM 111	Introductory Organic Chemistry I	2	C
CHM191	Intro. Chemistry Practicals	2	C
CHM 121	Intro. Physical Chemistry	2	C
EDU 101	Foundations of Education	3	C
PHY 111	Elementary Mechanics	2	E
PHY 121	Heats & Properties of Matter	2	E
PHY 191	Physics Practicals	2	E
GST 103	Study Skills I	0	C
GST 101	Use of English and Comm. Skills I	2	C
GST 105	History & Philosophy of Science	2	C
CIT 101	Computers in Society	2	E
GST 107	The Good Study Guide	2	C
Total		22	

Total number of credit units of Compulsory Courses = 16

Total number of credit units of Elective Courses = 06

2nd Semester

Course Code	Title	Credit	Status Units
CHM 132	Introductory Organic Chemistry II	2	C
CHM192	Intro. Chemistry Practicals II	2	C
EDU 102	Professionalism in Teaching	2	C
PHY 132	Electricity, Magnetism & Modern Physics	2	E
PHY 192	Physics Practicals II	2	E
GST 102	Use of English and Comm. Skills II	2	C
GST 104	Study Skills II	0	C
MAT 102	Introductory Statistics in Education	2	C
CIT 102	Application of Soft ware Skills	2	E
Total		12	

Total number of credit units of Compulsory Courses = 12

Total number of credit units of Elective Courses = 00

Key: C= Compulsory & E= Elective

B.Sc (Ed) Chemistry Second Year of Study

1st Semester

Course Code	Title	Credit	Status Units
GST 201	Peoples and Cultures	2	C
GST 211	Computer Fundamentals	2	C
EDU 201	Curriculum Theory & Practice	2	C
CHM 201	Introduction Chemistry	2	C
CHM 211	Inorganic Chemistry II	3	C
CHM 221	Physical Chemistry I	3	C
CHM 203	Structure & Bonding	2	C
PHY 221	Elementary Modern Physics	2	E
MTH 211	Mathematics Methods I	2	E
MTH 213	Linear Algebra I	2	E
	Total	22	

Total number of credit units of Compulsory Courses = 16

Total number of credit units of Elective Courses = 06

2nd Semester

Course Code	Title	Credit	Status Units
GST 202	Logic and Creative Thinking	2	C
EDU 202	Subject Method	2	C
EPS 212	Entrepreneurship Education	2	C
CHM 212	Analytical Chemistry II	3	C
CHM 222	Organic Chemistry II	3	C
PHY 236	Electric Circuits and Electricity	2	E
MTH 224	Linear Algebra II	2	E
MTH 212	Mathematics Method I	2	E
	Total	18	

Total number of credit units of Compulsory Courses = 12

Total number of credit units of Elective Courses = 06

Key: C = Compulsory & E = Elective

B. Sc. (Ed) Information Technology for Teachers

First Year of Study

1st Semester

Course Code	Title	Credit	Status Units
EDU 101	Foundations of Education	2	C
GST 101	Use of English & Comm. Skills I	2	C
GST 103	Study Skills I	0	C
GST 105	History & Philosophy of Science	2	C
PHY 111	Elementary Mechanics	2	E
CIT 101	Computer in Society	2	C
CIT 141	Information Storage & Retrieval I	2	C
CIT 143	Data Organization & Management	2	C
CHM 101	Introductory General Chemistry	2	E
MTH 101	General Mathematics	2	E
MTH 111	Algebra & Trigonometry	2	E
GST 107	The Good Study Guide	2	C
	Total	22	

Total number of credit units of Compulsory Courses = 14

Total number of credit units of Elective Courses = 08

2nd Semester

Course Code	Title	Credit	Status Units
EDU 102	Professionalism in Teaching	2	C
GST 102	Use of English & Comm. Skills II	2	C
GST 104	Study Skills II	0	C
PHY 132	Electricity, Magnetism & Modern Physics	2	E
PHY 142	Geometric & Wave Optics	2	E
CIT 102	Application of Software Skills	2	C
CIT 132	Intro. to Programming	2	C
CIT 142	Information System Management	2	C
MAT 102	Introductory Statistics in Education	2	C
	Total	16	

Total number of credit units of Compulsory Courses = 12

Total number of credit units of Elective Courses = 04

Key: C = Compulsory & E = Elective

B.Sc (Ed) Information Technology for Teachers
Second Year of Study
1st Semester

Course Code	Course Title	Credit	Status Units
GST 201	Use of English & Communication Skills I	2	C
GST 204	Introduction to Computer	2	C
CIT 141	Information Storage & Retrieval I	2	C
CIT 143	Data Organization & Management	2	C
CSC 231	Introduction to Programming in Pascal	2	C
EDU 201	Curriculum Theory & Practice	2	C
Note: In addition to the above Courses (1-6), you are to register for not less than 4 units in your area of specialization. The courses from which you can select from are listed below.			
Agric Science			
AEM 201	Principles of Agric. & Agric Production	2	C
AEM 241	lements of Rural Sociology	2	E
BIO 211	EPlant Diversity (Lower Plants)	2	C
Biology			
BIO 221	Plant Anatomy and Physiology	2	C
BIO 291	Biology Practical	2	C
Chemistry			
CHM 201	Structure and Bonding	2	C
CHM 203	Analytic Chemistry I	2	C
CHM 191	Practical Chemistry I	2	C
Physics			
PHY 211	Mechanics	2	C
PHY 291	Physics Practical II	2	C
Integrated Science			
BIO 211	Plant Diversity (Lower Plants)	2	C
PHY 131	Heat and Properties of Matter	2	C
ITS 203	Energy	2	C
Mathematics			
MTH 281	Mathematical Method I	2	C
MTH 211	Introductory Set Theory Abstract & Algebra	2	C
MTH 312	Analytical Algebra	2	C
	Total	44	

Total number of credit units of Compulsory Courses = 42

Total number of credit units of Elective Courses = 02

2nd Semester

Course Code	Course Title	Credit	Status Units
GST 201	Use of English & Communication Skills II	2	C
GST 104	Study Skills II	2	C
CIT 243	Information Storage and Retrieval	2	C
CSC 291	Software and Application Laboratory	2	C
CMT 202	Fundamentals of Communication Technology	2	C
EDU 202	Subject Methods I	2	C
CSC 252	Network Programming & Design	2	C
CSC 232	Windows Programming	2	C
CSC 292	Database Laboratory	2	C
<p>Note: In addition to the above Courses (1-9), you are to register for not less than 4 units in your area of specialization, from the list of 2nd semester listed below:</p>			
Agric Science			
AEM 220	Introduction to Animal Science	2	C
AEM 222	Anatomy & Physiology of Animals	2	C
Biology			
BIO 222	Animal Diversity (Lower Animal)	2	C
BIO 214	Internal & External Morphology of Plants	2	C
BIO 216	Systematic of Non Vascular Plants	2	C
Chemistry			
CHM 202	Chemical Kinetics	2	C
CHM 204	Chemistry Thermodynamics	2	C
Physics			
PHY 252	Electromagnetism	2	C
PHY 292	Physics Practical III	2	C
Integrated Science			
ITS 202	Growth & Life	2	C
BIO 222	Animal Diversity	2	C
Mathematics			
MTH 232	Elementary Differential Equation	2	C
MTH 222	Subject Method I	2	C
MTH 282	Mathematical Method II		
	Total	44	

Total number of credit units of Compulsory Courses = 44

Total number of credit units of Elective Courses = 00

Key: C = Compulsory & E = Elective

B. Sc. (Ed) Integrated Science First Year of Study

1st Semester

Course Code	Title	Credit	Status Units
EDU 101	Foundations of Education	2	C
GST 101	Use of English & Comm. Skills I	2	C
GST 103	Study Skills I	0	C
GST 105	History & Philosophy of Science	2	C
PHY 111	Elementary Mechanics	2	E
PHY 191	Physics Practicals I	2	E
CIT 101	Computer in Society	2	C
BIO 101	General Biology	2	C
CHM 101	Intro. General Chemistry	2	C
CHM 191	Intro. Chemistry Practicals I	2	E
MTH 101	General Mathematics	2	E
GEO 101	Intro. Human Geography	2	E
BIO 191	Intro. Biology Practical I	2	C
CHM 111	Intro. Inorganic Chemistry	2	C
	Total	26	

Total number of credit units of Compulsory Courses = 16

Total number of credit units of Elective Courses = 10

2nd Semester

Course Code	Title	Credit	Status Units
EDU 102	Professionalism in Teaching	2	C
GST 102	Use of English and Comm. Skills II	2	C
GST 104	Study Skills II	0	C
CHM 102	Atoms & Molecules	2	C
CIT 102	Application of Software Skills	2	C
PHY 132	Electricity, Magnetism & Modern Physics	2	C
BIO 122	Cytology and Genetics	3	E
FSM 102	Introductory Environmental Sciences	2	C
PHY 142	Geometric & waves optics	2	E
	Total	17	

Total number of credit units of Compulsory Courses = 12

Total number of credit units of Elective Courses = 05

Key: C = Compulsory & E = Elective

B.Sc (Ed) Integrated Science Second Year of Study

1st Semester

Course Code	Title	Credit	Status Units
GST 201	Peoples and Cultures	2	C
GST 211	Computer Fundamentals	2	C
EDU 201	Curriculum Theory & Practice	2	C
ISC 221	Philosophy of Integrated Science	2	C
BIO 221	Animal Biology	2	E
BIO 223	General Ecology	2	E
CHM 221	Physical Chemistry	3	C
MTH 212	Linear Algebra II	2	E
PHY 233	Electricity & Magnetism II	2	E
	Total	19	

Total no. of Units of Compulsory Courses = 11

Total no. of Units of Elective Courses = 08

2nd Semester

Course Code	Title	Credit	Status Units
GST 202	Logic and Creative Thinking	2	C
EDU 202	Subject Methods I	2	C
ISC 222	Laboratory Technique & Mgt.	2	C
BIO 222	Animal Diversity (Lower Animals)	2	E
BIO 224	Man's Physical Environment	2	E
PHY 192	Physics Practical II	2	C
PHY 221	Thermal Physics	2	E
CHM 222	Organic Chemistry II	2	E
CHM 223	Structure and Bonding	2	E
MTH 232	Elementary Differential Equation	2	E
	Total	20	

Total number of credit units of Compulsory Courses = 08

Total number of credit units of Elective Courses = 12

Key: C = Compulsory & E = Elective

B.Sc. (Ed) Mathematics

First Year of Study

1st Semester

Course Code	Title	Credit	Status Units
GST 101	Use of English and Comm. Skill I	2	C
GST 103	Study Skills I	0	C
MTH 131	Elementary Set Theory	2	C
MTH 111	Algebra & Trigonometry	2	C
PHY 101	Elementary Mechanics	2	C
CHM 101	Introduction to General Chemistry	2	C
EDU 101	Foundations of Education	2	C
CIT 101	Computers in Society	2	E
GST 107	The GoodHistory Study	2	C
GST 105	GuideHistory & Philosophy of Science	2	C
Total		18	

Total number of credit units of Compulsory Courses = 16

Total number of credit units of Elective Courses = 02

2nd Semester

Course Code	Title	Credit	Status Units
GST 102	Use of English and Comm. Skills II	2	C
GST 104	Study Skills II	0	C
MAT 102	Introductory Statistics in Education	2	C
MTH 112	Differential Calculus	2	C
MTH 142	Vectors, Dynamics & Geometry	2	C
CIT 132	Introduction to Programming	2	E
EDU 102	Professionalism in Teaching	2	C
CHM 132	Introductory to Organic Chemistry I	2	C
PHY 142	Geometric and wave optics	2	C
PHY 132	Electricity Magnetism & Modern Physic	2	E
MTH 122	Integral Calculus	2	C
Total		20	

Total number of credit units of Compulsory Courses = 16

Total number of credit units of Elective Courses = 04

Key: C = Compulsory & E = Elective

B.Sc (Ed) Mathematics Education Second Year of Study

1st Semester

Course Code	Title	Credit	Status Units
GST 201	Peoples and Cultures	2	C
GST 211	Computer Fundamentals	2	C
EDU 201	Curriculum Theory & Practice	2	C
MTH 211	Introducing to Real Analysis	2	C
MTH 281	Mathematics Analysis Method I	2	E
MTH 213	Analytic Algebra	2	E
CHM 221	Physical Chemistry	3	C
PHY 233	Electricity & Magnetism II	2	E
	Total	17	

Total number of credit units of Compulsory Courses = 11

Total number of credit units of Elective Courses = 06

2nd Semester

Course Code	Title	Credit	Status Units
GST 202	Logic and Creative Thinking	2	C
GST 202	Subject Methods I	2	C
MTH 282	Mathematical Methods II	2	C
MTH 212	Linear Algebra Real Analysis	2	C
MTH 222	Abstract Algebra I	2	C
MTH 221	Elementary Differential Equation	2	C
CHM 222	Organic Chemistry II	3	E
PHY 232	Elementary Modern Physics	2	E
MAT	Probability Distribution	2	C
	Total	19	

Total number of credit units of Compulsory Courses = 14

Total number of credit units of Elective Courses = 05

Key: C = Compulsory & E =Elective

B.Sc. (Ed) Physics First Year of Study

1st Semester

Course Code	Title	Credit	Status Units
GST 101	Use of English & Communication Skills I	2	C
GST 103	Study Skills I	0	C
GST 105	History & Philosophy of Sciences	2	C
EDU 101	Foundations of Education	2	C
PHY 111	Elementary Mechanics	2	C
PHY 121	Heat and Properties of Matter	2	C
PHY 191	Physics Practicals 1	2	C
MTH 111	General Mathematics	2	C
CHM 101	Introductory General Chemistry	2	E
CHM 121	Introductory Physical Chemistry	2	E
CIT 101	Computers in Society	2	E
GST 107	The Good Study Guide	2	C
MTH 141	Vector Dynamics & Geometry	2	C
Total		24	

Total number of credit units of Compulsory Courses = 18

Total number of credit units of Elective Courses = 6

2nd Semester

Course Code	Title	Credit	Status Units
GST 102	Use of English & Communication Skills	2	C
GST 104	Study Skills II	0	C
EDU 102	Professionalism in teaching	2	C
PHY 132	Electricity, Magnetism & Modern Physics	2	C
PHY 142	Geometric and Wave Optics	2	C
PHY 192	Physics Practicals II	2	C
MAT 102	Introductory Statistics in Education	2	C
CHM132	Introductory Organic Chemistry	2	E
CIT 132	Introduction to Programming	2	E
MTH 122	Integral Calculus	2	C
MTH 112	Differential Calculus	2	C
CIT 102	Application of Software Skills	2	E
Total		22	

Total number of credit units of Compulsory Courses = 16

Total number of credit units Elective Courses = 06

Key: C = Compulsory & E = Elective

B.Sc (Ed) Physics Second Year of Study

1st Semester

Course Code	Title	Credit	Status Units
GST 201	People & Cultures	2	C
GST 211	Computer Fundamentals	2	C
PHY 221	Mechanics	3	C
PHY 124	Mathematics Methods in Physics I	2	C
PHY 223	Properties of Matter	2	C
PHY 224	Practical Physics II	2	C
EDU 201	Curriculum Theory & Practice	2	C
MTH 291	Mathematics Method I	2	C
MTH 241	Introductory Analysis	2	E
	Total	19	

Total number of credit units Compulsory Courses = 17

Total number of credit units of Elective Courses = 02

2nd Semester

Course Code	Title	Credit	Status Units
GST 202	Logic and Creative Thinking	2	C
EDU 202	Subject Methods I	2	C
PHY 231	Electromagnetism	2	C
PHY 221	Introduction to Quantum Physics	2	C
PHY 224	Practical Physics III	2	C
CHM 112	Atoms & Molecules	2	C
MTH 222	Linear Algebra	2	E
MTH 282	Mathematics Method II	2	C
	Total	16	

Total number of credit units of Compulsory Courses = 14

Total number of credit units of Elective Courses = 02

Key: C = Compulsory & E =Elective

B. A. (Ed) Early Childhood First Year of Study

1st Semester

Course Code	Title	Credit	Status Units
EDU 101	Foundations of Education	2	C
ECE 103	Childhood Educ in Traditional African Society	2	C
ECE 101	Child Development	2	C
ECE 105	Health care in the Early years	2	C
GST 101	Use of English & Comm. Skills I	2	C
GST 103	Study Skills I	0	C
GST 105	History & Philosophy of Science	2	C
GST 107	The Good Study Guide	2	C
HCM 107	Agric, Nutrition & Health	2	E
CIT 101	Computers in Society	2	E
Total		18	

Total number of credit units of Compulsory Courses = 14

Total number of credit units Elective Courses = 04

2nd Semester

Course Code	Title	Credit	Status Units
EDU 102	Professionalism in Teaching	2	C
ECE 102	Intro. to Philosophy of ECE	2	C
ECE 104	Origin and Dev of Early Childhood Education	2	C
ECE 106	Early Childhood Education in Teaching	2	C
ECE 108	Development of Appropriate Skills in Children	2	C
ENG 108	Intro to English as a Second 2 nd Language	2	C
GST 102	Use of English & Comm. Skills II	2	C
GST 104	Study Skills II	0	C
HCM 106	Food & Nutrition	2	E
Total		16	

Total number of credit units of Compulsory Courses = 14

Total number of credit units of Elective Courses = 02

Key: C = Compulsory & E = Elective

B. A (Ed) Early Childhood Education Second Year of Study

1st Semester

Course Code	Title	Credit	Status Units
GST 201	People & Cultures	2	C
GST 211	Computer Fundamentals	2	C
EDU 201	Curriculum Theory & Practice	2	C
ECE 201	Play and Learning	3	C
ECE 203	Organisation and Service Provision in Early Childhood	3	C
ECE 205	Meeting Special Educational Needs in Early Childhood	3	C
	Nutrition	3	E
	Total	18	

Total number of credit units of Compulsory Courses = 15

Total number of credit units of Elective Courses = 03

2nd Semester

Course Code	Title	Credit	Status Units
GST 202	Logic and Creative Thinking	2	C
EDU 202	Subject Methods I	2	C
ECE 204	Developing Professional Skills and Competence	3	C
ECE 206	Introduction to Curriculum Development in Early Childhood Education	3	C
ECE 208	Observation, Recording and Assessment in Early Childhood Education	3	C
	Total	13	

Total number of credit units of Compulsory Courses = 13

Total number of credit units of Elective Courses = 00

Key: C = Compulsory & E = Elective

B. A. (Ed) English Language First Year of Study

1st Semester

Course Code	Title	Credit	Status Units
EDU 101	Foundations of Education	2	C
GST 101	Use of English & Comm. Skills I	2	C
GST 103	Study Skills I	0	C
GST 105	History & Philosophy of Science	2	C
GST 107	The Good Study Guide	2	C
ENG 111	A survey of English Language	3	C
CSS 101	Introduction to Sociology	3	E
CSS 103	Introduction to Psychology	3	E
ENG 109	Introduction to English Literature I	3	C
LIN 101	Introduction to Linguistics I	3	C
ENG 101	Structure of Modern English	3	C
CIT 101	Computer in Society	2	E
Total		28	

Total number of credit units of Compulsory Courses = 20

Total number of credit units of Elective Courses = 08

2nd Semester

Course Code	Title	Credit	Status Units
EDU 102	Professionalism in Teaching	2	C
GST 102	Use of English & Comm. Skills II	2	C
GST 104	Study Skills II	0	C
ENG 102	Intro. to Grammar & Comprehension	3	C
ENG 108	Intro to English as a 2 nd Language	3	C
ENG 110	Intro to English Literature II	3	C
LIN 102	Intro to Linguistic II	3	C
Total		19	

Total number of credit units of Compulsory Courses = 19

Total number of credit units of Electives courses = 00

Key: C = Compulsory & E =Elective

B. A (Ed) English Language Second Year of Study

1st Semester

Course Code	Title	Credit	Status Units
GST 201	People & Cultures	2	C
GST 211	Computer Fundamentals	2	C
EDU 201	Curriculum Theory and Practice	2	C
ENG 201	Advanced Syntax I	3	C
ENG 203	Introduction to General Phonetics and Phonology I	3	C
ENG 205	Advanced English Composition I	3	C
ENG 209	Language and Society	3	C
	Total	18	

Total number of credit units of Compulsory Courses = 18

Total number of credit units of Elective Courses = 00

2nd Semester

Course Code	Title	Credit	Status Units
GST 202	Logic and Creative Thinking	2	C
EDU 202	Subject Methods I	2	C
ENG 202	Advanced Syntax II	3	C
ENG 204	Introduction to General Phonetics and Phonology II	3	C
ENG 206	Advanced English Composition II	3	C
ENG 208	The African Novel	3	C
ENG 210	Creative Writing	3	C
	Total	19	

Total number of credit units of Compulsory Courses = 19

Total number of credit units of Elective Courses = 00

Key: C = Compulsory & E = Elective

B. A. (Ed) French First Year of Study

1st Semester

Course Code	Title	Credit	Status Units
EDU 101	Foundations of Education	2	C
GST 101	Use of English & Comm. Skills I	2	C
GST 103	Study Skills I	0	C
FRE 101	Basic French I	3	C
FRE 103	French Grammar I	3	C
FRE 105	French Lab (Oral & Aural Comprehension)	2	C
FRE 107	Intro to Textual Analysis I	3	C
FRE 109	Intro to written Comm. in French	3	C
INR 101	Intro to Internal Studies.	3	E
GST 107	The Good Study Guide	2	C
CIT 101	Computers in Society	2	E
	Total	25	

Total number of credit units of Compulsory Courses = 20

Total number of credit units of Elective courses = 05

2nd Semester

Course Code	Title	Credit	Status Units
EDU 102	Professionalism in Teaching	2	C
GST 102	Use of English & Comm. Skills II	2	C
GST 104	Study Skills II	0	C
FRE 102	Basic French II	3	C
FRE 104	French Grammar II	3	C
FRE 106	Intro. to French Civilization & Culture	2	C
FRE 108	Intro. to Textual Analysis II	2	C
JLS 101	Intro. to Mass Comm.	3	E
	Total	17	

Total number of credit units of Compulsory Courses = 14

Total number of credit units of Elective Courses = 03

Key: C = Compulsory & E = Elective

B. A (Ed) French Second Year of Study

1st Semester

Course Code	Title	Credit	Status Units
GST 201	People & Cultures	2	C
GST 211	Computer Fundamentals	2	C
EDU 201	Curriculum Theory and Practice	2	C
FRE 201	Introduction to French Phonology	3	C
FRE 203	Advanced Study in Oral and Written French	3	C
FRE 205	French Grammar III	3	C
FRE 207	Culture and Civilization of France	3	C
	Total	16	

Total number of credit units of Compulsory Courses = 16

Total number of credit units of Elective Courses = 00

2nd Semester

Course Code	Title	Credit	Status Units
GST 202	Logic and Creative Thinking	2	C
EDU 202	Subject Methods I	2	C
FRE 202	Introduction to Literature Written French	3	C
FRE 204	Introduction to Culture and Civilization of Francophone	3	C
FRE 208	Oral French	3	C
FRE 206	Introduction to French Poetry	3	C
	Total	16	

Total number of credit units of Compulsory Courses = 16

Total number of credit units of Elective Courses = 00

Key: C = Compulsory & E = Elective

B.A. (Ed) Primary Education First Year of Study

1st Semester

Course Code	Title	Credit	Status Units
PRD 101	Philosophy of Primary Education	2	C
PRD 103	Childhood and Adolescent Psychology	2	C
ECE 101	Child Development	2	C
ECE 103	Childhood Education in Traditional Societies	2	C
EDU 101	Foundations of Education	2	C
GST 101	Use of English & Communication Skills I	2	C
GST 103	Study Skills I	0	C
GST 105	History and Philosophy of Science	2	C
GST 107	The Good Study Guide	2	C
CIT 101	Computers in Society	2	E
AGE 111	Agriculture, Nutrition & Health (from Hotel & Catering Management)	2	E
	Total	20	

Total number of credit units of Compulsory Units = 16

Total number of credit units of Elective Units = 04

2nd Semester

Course Code	Title	Credit	Status Units
PRD 102	Primary English Curr. and Methods	2	C
PRD 104	Primary Mathematics Curr. and Methods	2	C
PRD 106	Primary Science Curr. and Methods	2	C
PRD 108	Introduction to Social Studies	2	C
PRD 110	Principles of Family Living	2	C
EDU 102	Professionalism in Teaching	2	C
GST 102	Use of English & Communication Skills II	2	C
GST 104	Study Skills II	0	C
ENG 108	Introduction to English as a Second Language	2	C
AGE 112	Intro to General Agric	2	E
CIT 102	Application of Software Skills	2	E
	Total	20	

Total number of credit units of Compulsory Units = 16

Total number of credit units of Elective Units = 4

Key: C = Compulsory & E = Elective

B. A (Ed) Primary Education Second Year of Study

1st Semester

Course Code	Title	Credit	Status Units
GST 201	People & Cultures	2	C
GST 211	Computer Fundamentals	2	C
EDU 201	Curriculum Theory and Practice	2	C
PRD 201	History and Philosophy of Primary Education	2	C
PRD 211	Child Psychology	2	C
PRD 213	Teaching of Value	2	C
PRD 221	Creative Arts in Primary Education	2	C
PRD 231	Methods in Primary Education	2	C
	Total	16	

Total number of credit units of Compulsory Courses = 16

Total number of credit units of Elective Courses = 00

2nd Semester

Course Code	Title	Credit	Status Units
GST 202	Logic and Creative Thinking	2	C
EDU 202	Subject Methods I	2	C
PRD 222	Health Education	2	C
PRD 232	Supervised Teaching in Primary Education	2	C
PRD 242	Science in Primary Education	2	C
PRD 252	Social Studies in Primary Education	2	C
PRD 212	English Language in Primary Education II	2	C
PRD 262	Introduction to Music in Primary Education	2	C
PRD 224	Language Arts in Primary Education	2	E
PRD 256	School and Society	2	E
PRD 258	Science and Society	2	E
	Total	22	

Total number of credit units of Compulsory Courses = 16

Total number of credit units of Elective Courses = 06

Key: C = Compulsory & E = Elective

6.4.5 Courses and their Distribution for Masters and Postgraduate Diploma:

M.Ed. Educational Administration & Planning

1st Semester

Course Code	Title	Credit	Status Units
EDU 701	Statistical Methods 1	3	C
EDA 701	Concepts and Theories of Educational Admin & Planning	3	C
EDA 703	Human Resource Management	3	C
EDA 707	Project Management in Education	3	E
EDA 709	Monitoring & Evaluation in Education Mgt	3	E
EDA 705	Practicum in Education Management	3	E
GST 107	The Good Study Guide	2	C
EDU 703	Educational Research Methods	3	C
Total		23	

Total number of credit units of Compulsory Units = 14

Total number of credit units of Elective Units = 9

2nd Semester

Course Code	Title	Credit	Status Units
EDU 702	Statistical Methods II	3	C
EDA 702	Application of Management Info Systems in Education	2	C
EDA 704	Principles of Economics in Education	2	C
EDA 706	System Admin in Education	2	E
EDA 708	Budgeting & Financial Management in Edu.	2	E
EDA 710	Supervision of Instruction in Education	2	C
Total		13	

Total number of credit units of Compulsory Units = 09

Total number of credit units of Elective Units = 04

3rd Semester

Course Code	Title	Credit	Status Units
EDA 721	Principles of Institutional Admin. In Education	2	C
EDA 723	Responsibility and Accountability in Education Mgt	2	E
EDU 725	Leadership and Followership in Education	2	E
EDA 727	Education Statistics for Education Managers, Issues, Problems and Challenges	2	E
EDA 729	Organisational Behaviour and Human Performance in Education	2	E
EDU 707	Managing Change and Creativity in Education	2	E
EDU 705	Use of Computers in Education	2	E
EDA 733	Dissertation/Project	4	C
	Total	18	

Total number of credit units of Compulsory Units = 06

Total number of credit units of Elective Units = 12

M. Sc. Science Education

1st Semester

Course Code	Title	Credit	Status Units
EDU 701	Statistical Method I	3	C
GST 107	The Good Study Guide	2	C
SED 701	Foundations of Science Education	3	C
SED 713	Laboratory Design and Management	3	C
EDT 701	Instructional Media Design and Production	3	C
EDT 653	Introduction to the Internet	3	C
EDU 703	Educational Research Methods	3	C
	Total	20	

Total number of credit units of compulsory courses = 14

Total number of credit units of elective courses = 06

2nd Semester

Course Code	Title	Credit	Status Units
EDU 704	Statistical Method II	3	C
SED 704	Science & Society	3	C
SED 706	Curriculum Trends in Science Education	3	C
EDT 706	Preparation, Utilization & Integration of Curriculum and Instructional media	3	E
EDT 708	Management of Learning Resources	3	E
	Total	15	

Total number of credit units of compulsory courses = 09

Total number of credit units of elective courses = 06

Key: C = Compulsory & E = Elective

3rd Semester

Course Code	Title	Credit	Status Units
EDU 737	Use of Computers in Education	2	E
EDU 735	Managing Change and Creativity in Education	2	E
EDU 709	Dissertation/Project	4	C

CONTENT COURSES

	BIOLOGY		
BIO 721	Biology and Controls Methods	2	E
BIO 723	Biology and Control of Insects	2	E
BIO 725	Environmental Adaptation in Animals	2	E
BIO 727	Animal Gardens and Museums	2	E
	CHEMISTRY		
CHM 721	Advance Kinetics and Electrochemistry	2	E
CHM 723	Analytical/Environmental Chemistry	2	E
CHM 725	Advanced Organo-Metalic Chemistry	2	E
CHM 727	Pharmaceutical Chemistry	2	E
	PHYSICS		
PHY 721	Electromagnetic Theory	2	E
PHY 723	Modern Optics	2	E
PHY 725	Advanced Vector Analysis	2	E
PHY 727	Health Physics	2	E

INTEGRATED SCIENCE			
ISC 721	Cycles in Nature	2	E
ISC 723	Corrosion and Protection of metals	2	E
ISC 725	Environmental Management	2	E
ISC 727	Advanced Energy, Power and Work	2	E
Total		40	

Total number of credit units of compulsory courses = 04

Total number of credit units of elective courses = 36

Key: C = Compulsory & E = Elective

M. Ed Educational Technology

1st Semester

Course Code	Title	Credit	Status Units
EDU 701	Statistical Method I	3	C
EDT 701	Instructional Media Design and Production	3	C
EDT 705	Instructional Task Analysis & Psychological Basis of Instructional Media	3	C
CIT 653	Introduction to Internet	3	C
EDT 703	Micro Computing & www	3	E
GST 107	The Good Study Guide	2	C
EDU 703	Educational Research Method	3	C
	Total	20	

Total number of credit units of compulsory courses = 17

Total number of credit units of elective courses = 03

2nd Semester

Course Code	Title	Credit	Status Units
EDU 702	Statistical Method II	3	C
EDT 706	Preparation, Utilization & Integration of Curriculum and Instructional Media	3	C
EDT 704	Design & Management of Schools info. Systems	2	C
EDT 708	Management of Learning Resources	3	E
EDT 710	Multimedia Technology in Teaching & Learning	3	C
EDT 712	Theories of Communication & Phil. Basis of Instructional Media	2	C
	Total	16	

Total number of credit units of compulsory courses = 15

Total number of credit units of elective courses = 03

KEY: C – Compulsory, E – Elective

3rd Semester

Course Code	Title	Credit	Status Units
EDT 731	Facilities for Media	3	C
EDU 733	Research and Media	3	E
EDU 705	Use of Computers in Education	3	E
EDU 707	Managing Change and Creativity in Education	2	E
EDT 737	Storage and Retrieval of Instructional Material	2	E
EDU 709	Dissertation/Project	4	C
EDT 739	Management of Learning Resource Centres	3	E
	Total	20	

Total number of credit units of compulsory courses = 07

Total number of credit units of elective courses = 13

Key: C = Compulsory & E = Elective

M. Ed Mathematics Education

1st Semester

Course Code	Title	Credit	Status Units
EDU 701	Statistical Methods I	3	C
EDU 703	Educational Research	3	C
GST 107	The Good Study Guide	2	C
MED 711	Psychology of Learning	2	C
MED 707	Educational Test and Measurement	3	C
EDU 709	Principles of Curriculum Development	3	C
MED 709	History and Nature of Maths	2	E
MED 705	Independent Study in Maths	2	E
	Total	20	

Total number of credit units of compulsory courses = 16

Total number of credit units of elective courses = 04

2nd Semester

Course Code	Title	Credit	Status Units
EDU 702	Statistical Methods II	3	C
MED 706	Development in Curriculum & Instruction in Secondary School Mathematics	2	C
MED 708	Mathematics Methodology Survey II	2	C
MED 710	Mathematics and the Society	2	E
EDT 706	Preparation, Utilization and Integration of Curriculum and Instructional Media	3	E
	One 3 unit course of Mathematics. (The content is to be offered in Mathematics Department)	3	C
Total		15	

Total number of credit units of compulsory courses = 10

Total number of credit units of elective courses = 5

3rd Semester

Course Code	Title	Credit	Status Units
MED 713	Mathematics-Methodology Survey I	3	C
MED 715	Materials and Resource for Teaching School Mathematics	2	C
EDT 713	Introduction to the Internet	3	E
EDT 728	ICT in Education	3	E
EDU 709	Research Project	4	C
Total		15	

Total number of credit units of compulsory courses = 09

Total number of credit units of elective courses = 06

Key: C = Compulsory & E = Elective

M. Ed Open and Distance Learning (ODL)

1st Semester

Course Code	Title	Credit Units	Status
GST 107	The Good Study Guide	2	C
EDU 701	Statistical Method 1	3	C
EDU 703	Educational Research Methods	3	C
ODL 711	Growth and Philosophy of Open and Distance Education	3	C
ODL 713	Counselling Principles in Open and Distance Education.	2	C
ODL 715	Staff Development. in Open and Distance Education	3	C
EDT 711	Instructional Media Design and Production	2	E
CIT 653	Introduction to Internet	2	E
	Total	20	

Total number of credit units of compulsory courses = 16

Total number of credit units of elective courses = 04

2nd Semester

Course Code	Title	Credit Units	Status
EDU 702	Statistics Methods II	3	C
ODL 712	Research in Open and Distance Education	3	C
ODL 714	Curriculum Development for ODE	2	C
ODL 716	Economics Perspectives in Open and Distance Education	3	C
ODL 718	Design and Development. of Open and Dist. Learning Material	3	C
EDA 718	Budgeting and Financial Management in Education	2	E
SED 722	Science, Technology and Society	3	E
	Total	19	

Total number of credit units of compulsory courses = 14

Total number of credit units of elective courses = 05

3rd Semester

Course Code	Title	Credit Units	Status
ODL 721	Integrated Management Information in Open and Distance Learning	3	C
ODL 723	Advance Open and Distance Learning Evaluation Instruments	3	C
ODL 725	Distance Learning Planning and Management	3	C
ODL 727	Computer Application in Research in Distance Education	2	C
ODL 729	Research Project	6	C
	Total	17	

Total number of credit units of compulsory courses = 17

Total number of credit units of elective courses = 00

Key: C = Compulsory & E = Elective

Postgraduate Diploma in Education (PGDE)

1st Semester

Course Code	Title	Credit Units	Status
MTH 102	Intro. To Statistics in Education	2	C
GST 106/603	Study Skills I	2	C
GST 107	The Good Study Guide	2	C
ECE 101	Child Development	2	E
EDU 101	Foundations of Education I	3	C
PDE 601	Basics of Guidance/Counselling	2	C
PDE 603	Measurement & Evaluation	2	C
CIT 101	Computer in Society	2	E
EDU 221	Gen Principles of Curriculum & Instruction	2	C
	Total	19	

Total number of credit units of compulsory courses = 15

Total number of credit units of elective courses = 04

2nd Semester

Course Code	Title	Credit Units	Status
EDU 602	Research Methods in Education.	2	C
EDU 604	General Principles of Curriculum & Instruction	2	C
EDU 606	Foundations of Education II	3	C
EDU608/610	4 Units of Courses from Subject methodology Area	4	C
EDU 600	Teaching Practice	6	C
EDU 612	Research Project	4	C
EDU 102	Professionalism in Teaching	2	C
	Total	23	

Total number of credit units of compulsory = 23

Total number of credit units of elective = 0

Key: C = Compulsory & E = Elective

6.4.6 Duration of Programmes:

Find below the duration of all academic programmes in the school.

Programme	Duration		Articulation
	Minimum Years	/ Maximum Years	
Bachelor : (Science Education):			
Agric.	4	4	Masters
Biology	4	4	Masters
Chemistry	4	4	Masters
Infomation. Tech. for Teacher	4	4	Masters
Integrated Science	4	4	Masters
Mathematics	4	4	Masters
Physics	4	4	Masters
English Language	4	4	Masters
French	4	4	Masters
Early Childhood Educ.	4	4	Masters
Primary Education	1	3	Masters
Postgraduate Diploma in Edu.	2	4	P.hD
Masters of Education:	2	4	P.hD
Edu Admin & Planning	2	4	P.hD
Educational Technology	2	4	P.hD
Science Education	2	4	P.hD
ODL	2	4	P.hD
Mathematics Education	2	4	P.hD

6.5 THE SCHOOL OF SCIENCE AND TECHNOLOGY

INTRODUCTION

The School of Science and Technology is one of the Schools at the National Open University of Nigeria and thus functions within the broad frame work of the mission of National Open University of Nigeria. It offers a variety of diploma, undergraduate and postgraduate programmes in a wide range of disciplines. It also serves other Schools.

6.5.1 Objectives

The School of Science and Technology has the following objectives:

- To demonstrate that an open and distance learning approach to science and technology education is feasible;
- To increase the acceptability of the academic programmes of NOUN in a coordinated way, ensuring high quality education at the tertiary level of education;
- To disseminate learning and knowledge through an innovative multiple media teaching/learning system;
- To improve the skills and employability of its students;
- To conduct research on health – related issues;
- To develop – health related awareness for the general public through its nursing programme;
- To plan, develop and offer academic programmes at the undergraduate and postgraduate levels;
- To collaborate in the development of courses/programmes offered by other Schools of the university; and
- To provide consultancy to organisations and training to individuals or corporate bodies.

6.5.2 Academic Programmes

Programmes in the School of Science and Technology are designed to prepare students in Science and Technology related fields such as Environmental Science, Computer science, Nursing, Agricultural extension management, Information Communication Technology.

The integrated programme of lectures, practical work, tutorials, internship and in some cases excursions allow students to acquire the knowledge and skills necessary to practice as competent specialists.

The academic programmes on offer at present are:

Bachelor's Degree

- Agricultural Extension and Management
- Communications Technology
- Computer Science
- Data Management
- Environmental Studies/Resource Management
- Nursing Sciences (Pre and Post Basic)
- Mathematics
- Mathematics with Computer Science

Postgraduate Diploma

- Agricultural Extension and Management
- Digital Communication
- HIV/AIDS Education and Management
- Mobile Communications Technology
- Information Technology

Master's Degree

- Information Technology (with Internet applications)

6.5.3 Description of Courses in the various Programmes

The School also offers courses as part component of academic programmes leading to the award of Bachelor of Science in Education, and Bachelor of Science in Business and Human Resource Management.

Academic Programmes, Courses and their Titles

Provided here are first year level courses in each of the academic programme in the school. Subsequent editions of the handbook will indicate courses for all other levels in the specific academic programme.

B. Sc Agricultural Extension & Management Programme Code 5201

1st Semester

S/N	Course Code	Course Title	Status Credit	Units
1	GST 101	Use of English & Communication Skills I	C	2
2	GST 103	Study Skills	C	0
3	PHY 111	Elementary Mechanics	E	2
4	PHY 121	Heat and Properties of Matter	C	2
5	PHY 191	Introductory Practical Physics I	C	2
6	CHM 111	Introductory Inorganic Chemistry	C	2
7	CHM 121	Introductory Physical Chemistry	C	2
8	CHM 191	Introductory Practical Chemistry I	C	2
9	BIO 111	Biology of Plants	C	2
10	BIO 191	Introductory Practical Biology I	C	2
11	MTH 121	Linear Algebra	E	2
12	MTH 131	Elementary Set Theory	E	2
13	CIT 101	Computers in Society	E	2
14	GST 105	History & Philosophy of Science	C	2
15	GST 107	The Good Study Guide	C	2
	Compulsory courses			20
	Elective Course (To earn minimum of 2 Credit Unit out of 8 Credit Unit available)			2
	Total			22

2nd Semester

1	BIO 122	Biology of Animals	C	2
2	GST 102	Use of English & Communication Skills II	C	2
3	GST 104	Study Skills II	C	0
4	PHY 142	Geometrics and Wave Optics	E	2
5	PHY 192	Introductory Practical Physics II	E	2
6	BIO 192	Introductory Practical Biology II	C	2
7	ESM 102	Introductory Environmental Science	C	2
8	MTH 102	Introductory Statistics	C	2
9	MTH 112	Differential Calculus	E	2
10	MTH 122	Integral Calculus	E	2
11	CHM 132	Introductory Organic Chemistry	C	2
12	CHM 192	Introductory Practical Chemistry II	C	2
	Compulsory courses			14
	Elective Course (To earn minimum of 4 Credit Unit out of 5 Credit Unit available)			4
	Total			18
	COMBINED TOTAL UNITS AVAILABLE C = Compulsory Course; E = Elective Course			40

B. Sc Communications Technology: Programme Code: 5202

1st Semester

S/N	Course Code	Course Title	Status Credit	Units
1	GST 101:	Use of English & Communication Skills I	C	2
2	GST 103:	Study Skills	C	0
3	GST 105:	History & Philosophy of Science	C	2
4	MTH 131:	Elementary Set Theory	E	2
5	PHY 111:	Elementary Mechanics	E	2
6	PHY 121:	Heat and Properties of Matter	C	2
7	PHY 191:	Introductory Practical Physics I	C	2
8	CIT 103:	Business Relations & Communication	C	2
9	CIT 101:	Computers in Society	E	2
10	CIT 131:	Computer Solutions	E	2
11	CIT 141:	Information Storage & Retrieval I	C	2
12	CIT 143:	Data Organization and Management	C	2
13	CIT 151:	Fundamentals of Communication Technology	C	2
15	GST 107	The Good Study Guide	C	2
	Compulsory courses			18
	Elective Course (To earn minimum of 2 Credit Unit out of 8 Credit Unit available)			2
	Total			20

2nd Semester

1	GST 102:	Use of English II	C	2
2	GST 104:	Study Skills II	C	0
3	MTH 102:	Introductory Statistics	C	2
4	MTH 122:	Integral Calculus	C	2
5	MTH 141:	Vectors, Dynamics & Geometry	C	2
6	PHY 132:	Electricity, Magnetism & Modern Physics	C	2
7	PHY 142:	Geometric & Wave Optics	C	2
8	PHY 192:	Introductory Practical Physics II	C	2
9	CHM 192:	Introductory Practical Chemistry II	E	2
10	CHM 102:	Introductory Chemistry: Atoms & Molecules	C	2
11	CIT 102:	Applications Software Skills	E	2
12	CIT 132:	Introduction to Programming	C	2
13	CIT 142:	Information Systems Management	C	2
	Compulsory Courses			18
	Elective Courses (To earn minimum of 2 Credit Unit out of 4 Credit Unit available)			2
	Total			20
	COMBINED TOTAL UNITS AVAILABLE			40

B. Sc Computer Science: Programme Code 5203

1st Semester

S/N	Course Code	Course Title	Status Credit	Units
1	GST 101:	Use of English & Communication Skills I	C	2
2	GST 103:	Study Skills	C	0
3	GST 105:	History & Philosophy of Science	C	2
4	MTH 121:	Linear Algebra	C	2
5	MTH 131:	Elementary Set Theory	C	2
6	PHY 121:	Heat and Properties of Matter	C	2
7	PHY 111:	Elementary Mechanics	C	2
8	CIT 101:	Computers in Society	C	2
9	CIT 131:	Computer Solutions	C	2
10	CIT 141:	Information Storage & Retrieval I	C	2
11	CIT 103:	Business Relations & Communication	E	2
12	PHY 191:	Introductory Practical Physics I	C	2
13	CHM 111:	Introductory Inorganic Chemistry	E	2
14	CHM 121:	Introductory Physical Chemistry	E	2
15	CHM 191:	Introductory Practical Chemistry I	E	2
Compulsory Courses				20
Elective Course (To earn minimum of 4 Credit Unit out of 8 Credit Unit available)				4
Total				24

2nd Semester

1	GST 102:	Use of English & Communication Skills II	C	2
2	GST 104:	Study Skills II	C	0
3	MTH 102:	Introductory Statistics	C	2
4	MTH 112:	Differential Calculus	C	2
5	MTH 122:	Integral Calculus	C	2
6	MTH 142:	Vectors, Dynamics & Geometry	C	2
7	PHY 132:	Electricity, Magnetism & Modern Physics	C	2
8	PHY 142:	Geometric & Wave Optics	C	2
9	PHY 192:	Introductory Practical Physics II	C	2
10	CIT 102:	Applications Software Skills	C	2
11	CIT 132:	Introduction to Programming	C	2
12	CIT 142:	Information Systems Management	C	2
13	CIT 143:	Data Organisation Management	C	2
Compulsory Courses				24
Elective courses				0
Total				24
COMBINED TOTAL UNITS AVAILABLE				48

B. Sc Data Management: Programme Code 5204

1st Semester

S/N	Course Code	Course Title	Status	Units Credit
1	GST 101:	Use of English & Communication Skills I	C	2
2	GST 103:	Study Skills	C	0
3	GST 105:	History & Philosophy of Science	C	2
4	MTH 121:	Linear Algebra	C	2
5	MTH 131:	Elementary Set Theory	E	2
6	CHM 191:	Introductory Practical Chemistry I	E	2
7	CHM 121:	Introductory Physical Chemistry	E	2
8	CHM 111:	Introductory Inorganic Chemistry	E	2
9	PHY 111:	Elementary Mechanics	C	2
10	PHY 121:	Heat & Properties of Matter	C	2
11	PHY 191:	Introductory Practical Physics I	C	2
12	CIT 101:	Computers in Society	C	2
13	CIT 131:	Computer Solutions	C	2
14	CIT 141:	Information & Retrieval I	C	2
15	CIT 143:	Data Organization and Management	C	2
Compulsory Courses				20
Elective (To earn minimum of 2 Credit Unit out of 108 Credit Unit available)				2
Total				22

2nd Semester

1	GST 102:	Use of English & Communication Skills II	C	2
2	GST 104:	Study Skills II	C	0
3	MTH 102:	Introductory Statistics	C	2
4	MTH 122:	Integral Calculus	C	2
5	MTH 142:	Vectors, Dynamics & Geometry	E	2
6	PHY 132:	Electricity, Magnetism & Modern Physics	C	2
7	PHY 142:	Geometric & Wave Optics	C	2
8	PHY 192:	Introductory Practical Physics II	C	2
9	CIT 102:	Applications Software Skills	C	2
10	CIT 132:	Introduction to Programming	C	2
11	CIT 142:	Information Systems Management	C	2
Compulsory Courses				18
Elective (To earn minimum of 2 Credit Unit out of 4 Credit Unit available)				2
Total				20
COMBINED TOTAL UNITS AVAILABLE				42

**B. Sc Environmental Studies and Resource Management:
Programme Code 5205**

1st Semester

S/N	Course Code	Course Title	Status Credit	Units
1	GST 101:	Use of English & Communication Skills I	C	2
2	GST 103:	Study Skills	C	0
3	GST 105:	History & Philosophy of Science	C	2
4	PHY 121:	Heat and Properties of Matter	E	2
5	PHY 111:	Elementary Mechanics	E	2
6	PHY 191:	Introductory Practical Physics I	E	2
7	BIO 111:	Biology of Plants	C	2
8	BIO 191:	Introductory Practical Biology I	C	2
9	CHM 111:	Introductory Inorganic Chemistry	C	2
10	CHM 121:	Introductory Physical Chemistry	C	2
11	CHM 191:	Introductory Practical Chemistry I	C	2
12	ESM 101:	The Nigerian Environment	C	2
13	MTH 131:	Elementary Set Theory	E	2
14	CIT 101:	Computers in Society	E	2
	Compulsory Courses			15
	Elective (To earn minimum of 4 Credit Unit out of 10 Credit Unit available)			4
	Total			19

2nd Semester

1	BIO 122:	Biology of Animals	C	2
2	GST 102:	Use of English II	C	2
3	GST 104:	Study Skills II	C	0
4	MTH 102:	Introductory Statistics	E	2
5	MTH 112:	Integral Calculus	E	2
6	CHM 132:	Introductory Organic Chemistry	C	2
7	CHM 192:	Introductory Practical Chemistry II	C	2
8	BIO 192:	Introductory Practical Biology II	C	2
9	ESM 102:	Introductory Environmental Science	C	2
10	ESM 112:	Introductory Ecology	C	2
11	ESM 104:	Field Trip I	C	2
12	PHY 132:	Electricity, Magnetism & Modern Physics	E	2
13	PHY 142:	Geometric & Wave Optics	E	2
14	PHY 192:	Introductory Practical Physics II	E	2
	Compulsory Courses			16
	Elective (To earn minimum of 2 Credit Unit out of 10 Credit Unit available)			2
	Total			18
	COMBINED TOTAL UNITS AVAILABLE			46

Bachelor of Nursing Science (Pre-Registration): Programme Code 5206

1st Semester

S/N	Course Code	Course Title	Status Credit	Units
1	GST 101	Use of English & Communication Skills	C	2
2	GST 103	Study Skills	C	0
3	GST 105	History and Philosophy of Science	C	2
4	BIO 111	Biology of Plants	C	2
5	BIO 191	Introductory Practical Biology I	C	2
6	PHY 121	Heat and Properties of Matter	E	2
7	CHM 191	Introductory Practical Chemistry I	C	2
8	CHM 111	Introductory Inorganic Chemistry	E	2
9	BHRM 107:	Introductory Economics	C	2
10	PGDLM 507:	Introductory Political Science	C	2
11	ESM 101:	The Nigeria Environment	E	2
12	NSS 101	Foundations of Nursing	C	2
13	CHM 121	Introductory Physical Chemistry	C	2
14	CIT 101:	Computers in Society	E	2
Compulsory Courses				16
Elective (To earn minimum of 2 Credit Unit out of 8 Credit Unit available)				2
Total				18

2nd Semester

S/N	Course Code	Course Title	Status Credit	Units
1	BIO 122:	Biology of Animals	C	2
2	GST 102	Use of English & Communication Skills II	C	2
3	GST 104	Study Skills II	C	0
4	NSS 102	Nature of Nursing	C	2
5	ESM 102:	Introduction to Environmental Science	E	2
6	BIO 192	Introductory Practical Biology II	C	2
7	CHM 132	Introductory Organic Chemistry	C	2
8	CHM 192	Introductory Practical Chemistry II	C	2
9	BHRM 508:	Introductory Economics II	E	2
10	MTH 102:	Introductory Statistics	C	2
Compulsory Courses				16
Elective (To earn minimum of 2 Credit Unit out of 4 Credit Unit available)				2
Total				18

C = Compulsory Course;

E = Elective Course

Bachelor of Nursing Science (Post Registration): Programme Code 5207

1st Semester

S/N	Course Code	Course Title	Status Credit	Units
1	GST 101	Use of English & Communication Skills	C	2
2	GST 103	Study Skills	C	0
3	GST 101	Computers in Society	E	2
4	PGDLM 507	Introduction to Political Science	C	2
5	BHRM 107	Introduction to Economics	C	2
6	NSS 311	Primary Health Nursing	C	4
7	NSS 314	Applied Science (Chem, Phy, Nutri, Microbiology)	C	4
	Compulsory Courses			15
	Elective (To earn minimum of 2 Credit Unit out of 8 Credit Unit available)			2
	Total			17

2nd Semester

S/N	Course Code	Course Title	Status Credit	Units
1	GST 102	Use of English & Communication Skills II	C	2
2	GST 104	Study Skills II	C	0
3	BHRM 108:	Introduction to Economics	C	3
4	NSS 392	Primary Health Nursing Practical	C	8
5	NSS 394	Applied Science Practicals (Chem, Phy, Nutri, Micro)	C	4
	Compulsory Courses			17
	Elective Courses			0
	Total			17

B. Sc Mathematics Programme Code 5209

1st Semester

S/N	Course Code	Course Title	Status Credit	Units
1	GST 101	Use of English and Communication Skill I	C	2
2	GST 103	Study Skills I	C	0
3	GST 107	The Good Study Guide	C	2
4	GST 105	History and Philosophy of Science	C	2
5	PHY 111	Elementary Mechanics	C	2
6	MTH 121	Linear Algebra	C	2
7	PHY 121	Heat and Properties of Matter	C	2
8	PHY 191	Introductory Practical Physics I	C	2
9	MTH 111	Algebra and Trigonometry	C	2
10	MTH 131	Elementary Set Theory	C	2
11	CIT 101	Computers in the Society	C	2
Compulsory Courses				20
Elective				0
Total				20

2nd Semester

1	GST 102	Use of English and Communication Skills II	C	2
2	GST 104	Study Skills II	C	0
3	MTH 102	Introductory Statistics	C	2
4	MTH 112	Differential Calculus	C	2
5	MTH 122	Integral Calculus	C	2
6	MTH 142	Vectors, Dynamics and Statistics	C	2
7	PHY 122	Electricity, Magnetism & Modern Physics	C	2
8	PHY 124	Geometric and Wave Optics	C	2
9	PHY 192	Introductory Practical Physics II	C	2
Compulsory Courses				16
Elective				0
Total				16

C = Compulsory Course; E = Elective Course

B. Sc Mathematics with Computer Science Programme Code 5210
1st Semester

S/N	Course Code	Course Title	Status Credit	Units
1	GST 101	Use of English and Communication Skill I	C	2
2	GST 103	Study Skills	C	0
3	GST 107	The Good Study Guide	C	2
4	GST 105	History and Philosophy of Science	C	2
5	PHY 111	Elementary Mechanics	C	2
6	PHY 113	Heat and Properties of Matter	C	2
7	MTH 121	Linear Algebra	C	2
8	PHY 191	Introductory Practical Physics I	C	2
9	MTH 111	Linear Algebra	C	2
10	MTH 131	Elementary Set Theory	C	2
11	CIT 101	Computers in the Society	C	2
12	CIT 131:	Computer Solutions	C	2
13	CIT 141:	Information & Retrieval I	C	2
14	CIT 143:	Data Organization and Management	C	2
	Compulsory Courses			26
	Elective			0
	Total			26

2nd Semester

1	GST 102	Use of English and Communication Skills II	C	2
2	GST 104	Study Skills II	C	0
3	MTH 102	Introductory Statistics	C	2
4	MTH 112	Differential Calculus	C	2
5	MTH 122	Integral Calculus	C	2
6	MTH 142	Vectors, Dynamics and Statistics	C	2
7	PHY 122	Electricity, Magnetism & Modern Physics	C	2
8	PHY 124	Geometric and Wave Optics	C	2
9	PHY 192	Introductory Practical Physics II	C	2
10	CIT 102:	Applications Software Skills	C	2
11	CIT 132:	Introduction to Programming	C	2
12	CIT 142:	Information Systems Management	C	2
	Compulsory Courses			22
	Elective			0
	Total			22

C = Compulsory Course;

E = Elective Course

**Post Graduate Diploma: Agricultural Extension & Management
(PGD Ag Extn Mgt): Programme Code 5301
1st Semester**

S/N	Course Code	Course Title	Status Credit	Units
1	GST 601:	Presentation Skills	C	3
2	AEM 601:	Introductory Statistics	C	2
3	AEM 611:	Principles of Crop Production	C	2
4	AEM 613:	Tree Crops Production	E	2
5	AEM 615:	Annual Crops Production	E	2
6	AEM 621:	Anatomy & Physiology of Farm Animals	C	2
7	AEM 623:	Management of non-ruminants	E	2
8	AEM 631:	Introduction to Soil Management	C	2
9	AEM 641:	Rural Sociology	C	2
10	AEM 651:	Micro Economic Analysis	C	2
11	AEM 653:	Agric. Records and Accounts	C	2
12	AEM 661:	Agric. Engineering & Surveying	E	2
13	AEM 671:	Experimental Design & Analysis	C	2
14	AEM 681:	Fishery Studies	E	2
15	CIT 101:	Computers in Society/Introduction to Computer	C	2
16	AEM 643:	Extension Methods/Principles	E	2
17	AEM 645:	Agric. Extension Administration	C	2
	Compulsory Courses			21
	Elective (To earn minimum of 4 Credit Unit out of 12 Credit Unit available)			4
	Total			25

2nd Semester

1	AEM 612:	Principles of Horticulture	C	2
2	AEM 614:	Principles of Crop Protection	C	2
3	AEM 616:	Post-Harvest Management of Crop Products	E	2
4	AEM 622:	Management of Ruminants	C	2
5	AEM 624:	Poultry Production	C	2
6	AEM 626:	Introduction to Animal Health	C	2
7	AEM 632:	Soil Genesis and Classification	E	2
8	AEM 642:	Extn. Programme Planning & Evaluation	C	2
9	AEM 652:	Macro-economics & Agric Policy	C	2
10	AEM 654:	Agric. Marketing and Agric. Cooperative	C	2
11	AEM 662	Agric. Mechanization	E	2
12	AEM 678:	Projects	C	2
13	AEM 690:	Internship	C	2
14	AEM 644:	Training & Visit System	E	2
	Compulsory Courses			20
	Elective (To earn minimum of 6 Credit Unit out of 12 Credit Unit available)			6
	Total			26
	COMBINED Minimum Units to be passed			51

Post Graduate Diploma Digital Communication: Programme Code 5302

1st Semester

S/N	Course Code	Course Title	Status Credit	Units
1	GST 601:	Presentation Skills	C	3
2	CIT 103	Business Communication	C	3
3	CIT 653	Introduction to the Internet	C	3
4	CIT 651	Fundamentals of Communication Technology	C	3
5	CIT 611	Computing Fundamentals	C	3
6	CIT 655	Wireless Communication I	C	3
7	HCM 105:	Introduction to Marketing	E	3
	Compulsory Courses			18
	Elective Courses			6
	Total			24

2nd Semester

S/N	Course Code	Course Title	Status Credit	Units
1	CIT 632:	Programming in Pascal	E	3
2	CIT 654:	Digital Communications	C	3
3	CIT 656:	Information Theory & Digital Communication	C	3
4	CIT 652:	Computer Networks	C	3
5	CIT 600	Project	C	6
6	CIT 658	Wireless Communication II	C	3
	Compulsory Courses			18
	Elective Courses			3
	Total			21
	* Other Electives to be chosen from relevant PGD courses Minimum units to be passed (Combined)			55 units

Post Graduate Diploma HIV Education: Programme Code 5303

1st Semester

S/N	Course Code	Course Title	Status Credit	Units
1	GST 601:	Presentation Skills	C	3
2	HEM 601:	Basics of Family Education	C	3
3	HEM 603:	Basic Anatomy and Physiology of the Human Body	C	3
4	HEM 605:	Human behaviour in Illness	C	3
5	HEM 607	Biostatistics	C	3
6	CIT 131:	Computer Solutions	E	2
7	CIT 101	Computers in Society	E	2
8	HEM 631	Communication and Counselling in HIV/AIDS	C	3
9	HEM 645	Management & Care of HIV/AIDS	C	3
10	HEM 617	Economics of HIV/AIDS	C	2
	Compulsory Courses			23
	Elective Courses			4
	Total			27

2nd Semester

S/N	Course Code	Course Title	Status Credit	Units
1	CIT 102:	Application Software Skills	E	2
2	HEM 602:	Basics of HIV/AIDS	C	3
3	HEM 606:	Alcohol, Drugs and HIV/AIDS	C	3
4	HEM 626:	Clinical Diagnostics & Therapeutic Services	C	3
5	HEM 606:	Primary Health Care (HIV/AIDS)	C	3
6	HEM 642:	Global Initiatives on HIV/AIDS	C	2
7	HEM 608:	Social Epidemiology	E	2
8	HEM 600	Project	C	6
		Core Courses		20
		Elective		4
		Total		24
	* Other Electives to be chosen from relevant PGD courses COMBINED Minimum units to be passed			51

Post Graduate Diploma:

Mobile (Wireless) Communication Technology Programme Code 5304

1st Semester

S/N	Course Code	Course Title	Status Credit	Units
1	GST 601:	Presentation Skills	C	3
2	CIT 103:	Business Communication	E	3
3	CIT 653:	Introduction to Internet	C	3
4	CIT 651:	Fundamentals of Communication Tech.	C	3
5	CIT 611:	Computing Fundamentals	C	3
6	CIT 657:	Advanced Digital Communication	C	3
7	BHRM 105:	Introduction to Marketing	E	3
	Compulsory Courses			15
	Elective Courses			9
	Total			24

2nd Semester

S/N	Course Code	Course Title	Status Credit	Units
1	CIT 632:	Programming in Pascal	C	3
2	CIT 656:	Information Theory & Digital Communication	C	3
3	CIT 658:	Wireless Communication II	C	3
4	CIT 652:	Computer Networks	C	3
5	CIT 600:	Project	C	6
	Compulsory Courses			18
	Elective Courses			8
	Total			26
	* Other Electives to be chosen from relevant PGD courses COMBINED Minimum units to be passed			55

Post Graduate Diploma: Information Technology Programme Code 5305

1st Semester

S/N	Course Code	Course Title	Status Credit	Units
1	GST 601:	Presentation Skills	C	3
2	CIT 601:	Foundation of Information & Comm. Tech.	C	3
3	CIT 603:	Information Technology & Software Dept	C	3
4	CIT 653:	Introduction to Internet	C	3
5	CIT 611:	Computer Fundamentals & Instruct. Design	C	3
6	CIT 659:	Micro Computing & WWW	C	3
7	CIT 621:	Operating System Design & Programming	C	3
8	CIT 635:	Application Software Design & Multimedia	C	3
	Compulsory Courses			24
	Elective Courses			4*
	Total			28
	*To be selected from other relevant PGD Programmes			

2nd Semester

S/N	Course Code	Course Title	Status Credit	Units
1	CIT 634:	Object-Oriented Technology	C	3
2	CIT 636:	Programming	C	2
3	CIT 642:	Multimedia Technology in Teaching and Learning	C	2
4	CIT 644	Computer Fundamentals % Instructional Technology	C	3
5	CIT 646:	Design & Mgt of School Information Systems	C	3
6	CIT 702:	Technical Report Writing	C	3
7	CIT 600:	Project	C	6
Compulsory Courses				22
Elective Courses				8*
Total				27
Other Electives to be chosen from relevant PGD courses COMBINED Minimum units to be passed				50

M Sc: Information Technology: Programme Code 5401

1st Semester

S/N	Course Code	Course Title	Status Credit	Units
1	GST 601:	Presentation Skills	C	3
2	CIT 711:	Use of Interface Design & Ergonomics	C	3
3	CIT 731:	Software Engineering Methodologies	C	3
4	CIT 741:	Advanced Information Storage & Retrieval	C	3
5	CIT 751:	Computer Networks	C	3
6	CIT 753:	Internet Web Server Technology	C	3
7	CIT 791:	Multimedia Technologies	C	3
8	CIT 659	Micro Computing and WWW		3
Compulsory Courses				18
Elective Courses				8*
Total				24

2nd Semester

S/N	Course Code	Course Title	Status Credit	Units
1	CIT 702:	Technical Report Writing	C	3
2	CIT 732:	Computational Methods and Applications	C	3
3	CIT 742:	Advanced Information Systems	C	3
4	CIT 744:	Relational Databases: Theory & Practice	C	3
5	CIT 752:	Digital & Mobile Communications	C	3
6	CIT 754:	Network Programming	C	3
7	CIT 756:	Electronic Commerce Applications	C	3
8	CIT 700:	Research Project	C	6
9	CIT 634	Object-Oriented Technology	E	3
10	CIT 644	Computer Fundamentals % Instructional Technology	E	3
Compulsory Courses				27
Elective Courses				6*
Total				30
Other Electives to be chosen from relevant PGD courses COMBINED Minimum units to be passed				54

6.5.5 Duration of Programmes

Find below the duration of all academic programmes in the school

Programme	Duration		Articulation
	Min	Max	
Bachelor			
Agricultural Extension Management	5 yrs	7½	Masters
Computer Science	4 yrs	5 yrs	"
Data Management	4 yrs	6 yrs	"
Communications Technology	4 yrs	6 yrs	Masters onfo Tech
Nursing Science	5 yrs	7½	
Environmental Studies/Resource Management	4 yrs	6 yrs	
Mathematics	4 yrs	6 yrs	
Mathematics with Computer Science	5 yrs	7yrs	
Postgraduate Diploma			
Agricultural Extension Management	1yr	2yrs	
Digital Communication	1yr	2yrs	-Master info. Tech.
Mobile (wireless) Communication Technology	1yr	2yrs	Master Info. Tech
HIV/AIDS Education and Management	1yr	2yrs	
Master of Technology			
Information Technology	2yrs	4yrs	-

7.0 LEARNER SUPPORT SERVICES

7.1 Delivery Format and Mechanisms

An extensive and comprehensive learner support system has been established at NOUN and administered through the directorate of Learner Support Services.

The main venues where student support services take place are the Study Centres which are distributed all over the country. The list of all the Study Centres in the country are presented in table 1 on page 17 of this Hand book

The human resource of the Learner Support Services include Study Centre Managers, Administrative officers, Multimedia personnel, Account staffs, Stores officers, the Instructional facilitators. and Student Counsellors whose contact details are shown in table 2 on page 181

The highly qualified and experienced guidance counsellors are available for you to contact them from time to time with respects to several aspects of your studies including enrolment, choice of programmes and courses, when and how to study and when to seek special clinic for academic guidance. Their support service should also provide early warning signals difficulty with studies in order for the student to take prompt remedial action.

The Facilitators deal exclusively on all academic issues. Course materials are developed in sequence using conceptual or modular themes. Themes will have sections and sections will have to be broken down into units. They are solely to bring to your understanding some grey areas in these course materials.

Due to a variety of reasons, which include lack of qualified personnel, few subscriptions in some courses, a scheme for sharing and of using few facilitators for programmes may be practiced within a quality assurance framework.

All students are encouraged to attend face-to-face contact sessions. As was stated in section 6.0, the duration of the contact session will be determined by the nature of the courses. In some courses such as those requiring laboratory classes, participation at the contact session shall be **mandatory**. This would enable the programme leaders to conduct intensive reviews, simulations, critiques, students' questioning and some lectures on course contents they had worked on for the year.

The multimedia approach is the preferred method of delivery. This approach, apart from the print materials which you will read on your own, may consist of audio visual programmes, CD-ROM, video cassette tapes, audio tapes, assignments, counselling sessions and where necessary, practical work. For now however, the main course material is the print. Once you have registered the prescribed courses of your choice, you will be these print materials and you PROCEED STRAIGHT to study them.

Printed materials shall be physically transported to you through NIPOST/Courier companies or an in-house transport division. The Audiotapes, Videotapes and CD ROMs will be offered as complimentary media, based on **availability** and your preference. You will also be able to learn from a distance through Television and Radio broadcasts of our educational programmes, when available.

Table 20

Study Centres, Locations and Staff

GEO POLITICAL ZONE	STUDY CENTRE	FULL ADDRESS
NORTH EAST	1 Federal Polytechnic Bauchi . • <i>Centre Manager:</i> • <i>Overseer/Counsellor:</i> Marlyn T.Y.	Damaturu Road, Bauchi 0803 805 3242 marlintiling@yahoo.com
	2 NOUN Study Centre, . • Yola, <i>Centre Manager:</i> • <i>Overseer/Counsellor:</i> Amos Williams	Army Barracks Road, YolaAdamawa State. 0803 582 8761 weture@yahoo.co.uk
	3 Kashim Ibrahim College of Education, Maiduguri, Borno State. • <i>Centre Manager:</i> Dr. Mailafia • <i>Counsellor:</i> Mrs Naomi Adamu	Opposite Police Head- quarters, Jos Road, PO Box 548, Maiduguri 0802 385 5016 nounborno2005@yahoo.com 0802 376 1070
North West	4 NOUN Study Centre Kano, Kano State • <i>Centre Manager:</i> • <i>Overseer /Counsellor:</i> Dr. (Mrs) Kate Azonabor	Off Hadeja Road, Opp. Hassan Estate, Sauna, Kano PO Box 1144, Kano talk2drkate@yahoo.com 0803 717 2134
	5 NOUN, Kaduna Campus, Kaduna State. • <i>Centre Manager:</i> Dr Garba Nuhu • <i>Counsellor:</i> Mrs Akaas P. V. • <i>Counsellor:</i> Dr. Mrs Ojokuku C • <i>Counsellor:</i> Mrs. Saliu L. A.	Old NETC, Kaduna Campus by Trade Fair Complex, Zaria Road, Kaduna 0803 333 4161 nuhugarba2000@yahoo.com 062 3165650803 452 65820804 215 8058
	6 Shehu Shagari College of Education, Sokoto, Sokoto State, • <i>Centre Manager</i> • <i>Overseer/Counsellor:</i> A. M. Kukargadu	Birnin Kebbi Road, PMB 2129, Sokoto 08027299613 musaadamurev@yahoo.com

	7	NOUN Study Centre, Katsina State <ul style="list-style-type: none"> • <i>Centre Manager</i> • <i>Overseer/Counsellor:</i> David Asoloko 	Opposite Katsina State House of Assembly, Kaita Road, Katsina State, dassoloko@yahoo.com 0803 619 1606
North Central	8	Plateau State Polytechnic <ul style="list-style-type: none"> • <i>Centre Manager:</i> Mr. Longmas Wapamuk • <i>Counsellor:</i> Mrs. E. O. Abu 	Barkin Ladi Road, Jos longmaswap@yahoo.com 0803 583 8003 0803 605 0221
	9	Makurdi Study Centre, <i>Centre Manager:</i> <i>Overseer/Counsellor:</i> Mrs. Bamidele Ngbede	(Former NDE Office) Opposite Mechanic Village, Kanshio, Makurdi. 0803 206 3856 kpamidele@yahoo.com
	10	State College of Education, Ilorin <ul style="list-style-type: none"> • <i>Centre Manager:</i> Prof. Oyebanji P K • <i>Counsellor:</i> Mrs. Abe E • <i>Counsellor:</i> Mrs. Oyinloye E • <i>Counsellor:</i> Mrs. C. A. Afalobi 	Umaru Saro Road (Old Lagos Road), Ilorin. oyebanji@yahoo.com 0803 392 5539 0803 358 8161 0803 577 3770 0803 359 7996
	11	NOUN Annex/Planning Office. <ul style="list-style-type: none"> • <i>Centre Manager:</i> • <i>Overseer/Counsellor:</i> Mrs. Yusuf, S. O • <i>Counsellor:</i> Mrs. P. A. Abimbola 	Central Area Opp. Arewa Suits, 245, Samuel Ademulegun Way, Central Area, Abuja. sophiaomu@yahoo.com 08033970264
	12	NOUN Study Centre <ul style="list-style-type: none"> • <i>Centre Manager</i> • <i>Overseer/Counsellor:</i> Mrs. Onimole A A • <i>Counsellor:</i> Mrs Alao Serah 	NRC Party Office Off Bosso Road, Minna Niger State 0802 529 5792 0803 612 5998 aaonimole@yahoo.com

South East	13	Federal Polytechnic, Nekede Owerri, Imo State. · <i>Centre Manager:</i> Prof. (Mrs.) O.C Nwana · <i>Counsellor:</i> Ofole N. M.	Owerri/Aba road, P.M.B 1036, Nekede, Owerri 0803 316 1004 0803 472 9225 nounowerri2005@yahoo.com
	14	National Root Crop Institute, Umudike, Umuahia, Abia State · <i>Centre Manager:</i> Dr. Mba Okoronkwo · <i>Counsellor:</i> Dr (Mrs) Anya Julie	P M B 7296, Umuahia, Abia State mbaokoronkwo@yahoo.com 0803 592 5974 0803 751 8737
	15	NOUN Study Centre, Enugu State · <i>Centre Manager:</i> · <i>Overseer/Counsellor:</i> Okoli Animba · <i>Counsellor:</i> Dr. (Mrs) Ocho R. A	Nike-Lake Road, Enugu, Enugu State nounenugu@hotmail.com 080 433 34800 080 355 24296
	16	NOUN Study Centre, Anambra State · <i>Centre Manager:</i> Prof.J.Maduewesi · <i>Counsellor:</i> Mrs. Gail Okolo	Defunct Party Building P. M. B. 2017, Abagana, Anambra State 0804 612 6108 0804 510 4479 nounabagana@yahoo.com
South South	17	EDDI South-South Community Centre · <i>Centre Manager</i> · <i>Overseer/Counsellor:</i> Mrs. Udom J.	Ekpo Archibong Street (Parliament Building) joyceudom@yahoo.com 0803 708 3021
	18	State College of Education · <i>Centre Manager</i> · <i>Overseer/Counsellor:</i> Mrs. Ikpoki Eva · <i>Counsellor:</i> Mrs. Abaa A. E	Rumuolumeni PMB 5047, Port Harcourt evachim@yahoo.com 0803 704 7388 0805 533 9173
	19	NOUN Study Centre Benin, Edo State · <i>Centre Manager</i> · <i>Overseer/Counsellor:</i> Okocha C · <i>Counsellor:</i> Mrs. Oguzie S.N.,	Ekenwa Road, (Old SDP Secretariat) Benin City nounbenin centre@yahoo.com 0805 522 1367 0803 350 1447

	20	Public Service Training Institute, Yenagoa <ul style="list-style-type: none"> · <i>Centre Manager:</i> Dr. S. A. Diri · <i>Counsellor:</i> Mrs. E. O. Izulu 	Lambert Eradire Road, Yenagoa, Bayelsa State dirisanounmanager@yahoo.com 0803 541 6315 0803 676 9473
South West	21	NOUN Study Centre <ul style="list-style-type: none"> · <i>Centre Manager</i> · <i>Overseer/Counsellor:</i> Dr. Animashaun R · <i>Counsellor:</i> Aderibigbe DM 	Former Party Secretariat, Faith Clinic Road Ijokodo Junction, Sango-Eleyele PMB 5061, Ibadan animarotimi@yahoo.com 0803 337 1691 0803 444 8621
	22	South West Resources Centre, Okemosan, Abeokuta Ogun State, <ul style="list-style-type: none"> · <i>Centre Manager</i> · <i>Overseer/Counsellor:</i> Mrs Azekhueme K · <i>Counsellor:</i> Mrs. Omotayo M W 	Lagos-Abeokuta Road, Abeokuta, Ogun State. mrsazekhueme@yahoo.com 0803 337 1691 0803 335 3760
	23	Adeyemi College of Education, Ondo, Ondo State <ul style="list-style-type: none"> · <i>Centre Manager:</i> Prof. Adedipe V O · <i>Counsellor:</i> Mrs Fawusi Modupeola · <i>Counsellor:</i> Ms Mosugu G A 	Ore Road, PMB 520, Ondo oluwole.adedipe@yahoo.com 0803 717 1262 0803 332 0842 0803 391 1236
	24	NOUN Study Centre, NOUN Headquarters, Lagos State <ul style="list-style-type: none"> · <i>Centre Manager:</i> Prof. Obidairo T K · <i>Counsellor:</i> Mrs. Aina K · <i>Counsellor:</i> Mr. Onyeokoro A. E · <i>Counsellor:</i> Mrs. T. C. Afam-Obi · <i>Counsellor:</i> Dr. Ojekunle S. O. 	14/16 Ahmadu Bello Way, Lagos. tkobidairo@yahoo.com 0802 321 0847 0803 302 9993 0803 583 9076 0802 360 0285 0803 408 1231
	25	Osogbo Study Centre <ul style="list-style-type: none"> · <i>Centre Manager:</i> Dr. (Mrs.) Patricia I. Aina · <i>Counsellor:</i> V. A. Olaosun · <i>Counsellor:</i> Dr. Mrs. Ojo T. 	0803 5678 553 0803 359 7996 0803 367 8044 0803 219 9740 volaosun@yahoo.com

Director ate	26	NOUN Study Centre, NOUN Headquarters, Lagos State · Director Prof. B. Ipaye · Dr. Rotimi Ogidan · Dr. Fidel, Okopi · Dr. Philip Atere	14/16 Ahmadu Bello Way, Victoria Island, Lagos 01-8188850 Iss@nou.edu.ng 0803 310 1920 E-mail: bipaye@nou.edu.ng 0802 350 9179 0803 385 0818 0803 306 1582
	27	Damaturu Study Centre	Bubar Abba Ibrahim Way, Damaturu

NOUN therefore will develop on a limited scale its network of libraries and resource facilities to service its students to extend the services and supplement the virtual library.

The NOUN library is a place where you will find each course material set of books, audio-visual materials, and journal etc. The NOUN library will be opened to students and can be accessed from any location with an internet connection. Libraries at Study Centres will also be found helpful to students. Any book or material borrowed from the library should be returned at the designated time for easy flow of materials. However, the NOUN authority will punish any student who attempts to remove or removes library materials. Students shall be responsible for any damage to library books and materials in used by them.