

# **MAGANJO INSTITUTE OF CAREER EDUCATION**



**COMPEDIUM OF COURSES AND COURSE UNITS OFFERED**

**LAST UPDATED NOVEMBER 2010**

## **LIST OF COURSES OFFERED AT BOTH DIPLOMA AND CERTIFICATE LEVEL.**

MARKETING AND BUSINESS ADMINISTRATION

ACCOUNTANCY

CATERING AND HOTEL MANAGEMENT

BEAUTY AND COSMETOLOGY (Hairdressing)

PROJECT PLANNING AND LOCAL GOVERNMENT ADMINISTRATION

MOTOR VEHICLE REPAIR AND WORKSHOP MAINTENANCES

GRAPHICS DESIGN AND PRINTING

## **COURSES OFFERED AT CERTIFICATE LEVEL**

MOTOR VEHICLE TECHNOLOGY

ELECTRICAL INSTALLATION

# **MAGANJO INSTITUTE OF CAREER EDUCATION**

## **COURSE STRUCTURE and AWARD SYSTEM**

### **AWARD SYSTEM**

To qualify, a student has to score as follows;

#### **1. CERTIFICATE.**

<b>AWARD</b>	<b>CREDITS OBTAINED</b>
<b>DISTINCTION</b>	<b>220 – 300</b>
<b>CREDIT</b>	<b>150 – 219</b>
<b>PASS</b>	<b>90 - 149</b>
<b>FAIL</b>	<b>Below 90</b>

## 2. DIPLOMA.

AWARD	CREDITS OBTAINED
FIRST CLASS	450 - 600
SECOND CLASS - UPPER	300 - 449
SECOND CLASS – LOWER	250 -299
THIRD CLASS / PASS	200- 249
FAIL	Below 200

**Note:**

- Vocational Certificates are non- credit and non- merit and are awarded to students who have gone through the whole course of teaching and have a 50% attendance of the prescribed lectures but fail to attain the minimum number of credits.
- They are also awarded to students who have completed three units of study but had no minimum entry level (s.4)

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# MAGANJO INSTITUTE OF CAREER EDUCATION

## COURSE STRUCTURE : ACCOUNTANCY UNIT ONE

COURSE OBJECTIVES AND OUTCOMES	MODULE/ PAPER	CLASS ROOM ASSIGNMENTS  CREDITS	HOME TAKE ASSESSMENT  CREDITS	UNIT EXAMS  CREDITS	TOTAL CREDITS PER MODULE
<p>At the end of this unit, a student is expected to have studied the prescribed modules in this unit and to have done completed all the prescribed assignments and unit exams.</p> <p><u>The objectives of this study unit are:</u></p> <ul style="list-style-type: none"> <li>to introduce the student to the history and science of ACCOUNTANCY</li> <li>to equip them with student with ACCOUNTANCY techniques</li> <li>to enable the learner understand and take responsibility for their own learning , career development and rights and responsibilities within the industry</li> <li>to help the student learn how to manage client and staff relations with in the industry</li> <li>to enable the student understand the social and economic environment within which businesses operate</li> <li><u>The expected outcomes of this course unit are;</u></li> <li>The student should be able to define key words and explain key concepts in the prescribed modules</li> <li>The student will be able to understand key factors of business success</li> <li>The student will be able to perform key book-keeping and accounting operations</li> <li>The student will be able to perform key administrative functions</li> </ul>	931	12.00	12.00	16.00	40.00
	811	3.00	3.00	4.00	10.00
	801	6.00	6.00	8.00	20.00
	851	3.00	3.00	4.00	10.00
	871	6.00	6.00	8.00	20.00
	<b>TOTAL</b>	30.00 CREDITS	30.00 CREDITS	40.00 CREDITS	100.00
	<b><u>References</u></b>				

# MAGANJO INSTITUTE OF CAREER EDUCATION

## COURSE STRUCTURE : ACCOUNTANCY UNIT TWO

COURSE OBJECTIVES AND OUTCOMES	MODULE/ PAPER	CLASS ROOM ASSIGNMENTS  CREDITS	HOME TAKE ASSESSMENT  CREDITS	UNIT EXAMS  CREDITS	TOTAL CREDITS PER MODULE
<p>At the end of this unit, a student is expected to have studied the prescribed modules in this unit and to have done completed all the prescribed assignments and unit exams.</p> <p><u>The objectives of this study unit are:</u></p> <ul style="list-style-type: none"> <li>to introduce the student to the history and science of ACCOUNTANCY</li> <li>to equip them with student with ACCOUNTANCY techniques</li> <li>to enable the learner understand and take responsibility for their own learning , career development and rights and responsibilities within the industry</li> <li>to help the student learn how to manage client and staff relations with in the industry</li> <li>to enable the student understand the social and economic environment within which businesses operate</li> <li><u>The expected outcomes of this course unit are:</u></li> <li>The student should be able to define key words and explain key concepts in the prescribed modules</li> <li>The student will be able to understand key factors of business success</li> <li>The student will be able to perform key book-keeping and accounting operations</li> <li>The student will be able to perform key administrative functions</li> </ul>	932	12.00	12.00	16.00	40.00
	812	3.00	3.00	4.00	10.00
	802	6.00	6.00	8.00	20.00
	852	3.00	3.00	4.00	10.00
	872	6.00	6.00	8.00	20.00
	<b>TOTAL</b>	30.00 CREDITS	30.00 CREDITS	40.00 CREDITS	100.00
	<b><u>References</u></b>				

# MAGANJO INSTITUTE OF CAREER EDUCATION

## COURSE STRUCTURE : ACCOUNTANCY UNIT THREE

COURSE OBJECTIVES AND OUTCOMES	MODULE/ PAPER	CLASS ROOM ASSIGNMENTS  CREDITS	HOME TAKE ASSESSMENT  CREDITS	UNIT EXAMS  CREDITS	TOTAL CREDITS PER MODULE
<p>At the end of this unit, a student is expected to have studied the prescribed modules in this unit and to have done completed all the prescribed assignments and unit exams.</p> <p><u>The objectives of this study unit are:</u></p> <ul style="list-style-type: none"> <li>to introduce the student to the history and science of ACCOUNTANCY</li> <li>to equip them with student with ACCOUNTANCY techniques</li> <li>to enable the learner understand and take responsibility for their own learning , career development and rights and responsibilities within the industry</li> <li>to help the student learn how to manage client and staff relations with in the industry</li> <li>to enable the student understand the social and economic environment within which businesses operate</li> <li><u>The expected outcomes of this course unit are;</u></li> <li>The student should be able to define key words and explain key concepts in the prescribed modules</li> <li>The student will be able to understand key factors of business success</li> <li>The student will be able to perform key book-keeping and accounting operations</li> <li>The student will be able to perform key administrative functions</li> </ul>	981	9.00	9.00	12.00	30.00
	881	9.00	9.00	12.00	30.00
	933	12.00	12.00	16.00	40.00
	<b>TOTAL</b>	30.00 CREDITS	30.00 CREDITS	40.00 CREDITS	100.00
	<b><u>References</u></b>				



# MAGANJO INSTITUTE OF CAREER EDUCATION

## COURSE STRUCTURE : ACCOUNTANCY UNIT FOUR

COURSE OBJECTIVES AND OUTCOMES	MODULE/ PAPER	CLASS ROOM ASSIGNMENTS  CREDITS	HOME TAKE ASSESSMENT  CREDITS	UNIT EXAMS  CREDITS	TOTAL CREDITS PER MODULE
<p>At the end of this unit, a student is expected to have studied the prescribed modules in this unit and to have done completed all the prescribed assignments and unit exams.</p> <p><u>The objectives of this study unit are:</u></p> <ul style="list-style-type: none"> <li>to introduce the student to the history and science of ACCOUNTANCY</li> <li>to equip them with student with ACCOUNTANCY techniques</li> <li>to enable the learner understand and take responsibility for their own learning , career development and rights and responsibilities within the industry</li> <li>to help the student learn how to manage client and staff relations with in the industry</li> <li>to enable the student understand the social and economic environment within which businesses operate</li> <li><u>The expected outcomes of this course unit are;</u></li> <li>The student should be able to define key words and explain key concepts in the prescribed modules</li> <li>The student will be able to understand key factors of business success</li> <li>The student will be able to perform key book-keeping and accounting operations</li> <li>The student will be able to perform key administrative functions</li> </ul>	961	9.00	9.00	12.00	30.00
	861	3.00	3.00	4.00	10.00
	941	6.00	6.00	8.00	20.00
	934	12.00	12.00	16.00	40.00
	<b>TOTAL</b>	30.00 CREDITS	30.00 CREDITS	40.00 CREDITS	100.00
	<b><u>References</u></b>				

# MAGANJO INSTITUTE OF CAREER EDUCATION

## COURSE STRUCTURE : ACCOUNTANCY UNIT FIVE

COURSE OBJECTIVES AND OUTCOMES	MODULE/ PAPER	CLASS ROOM ASSIGNMENTS  CREDITS	HOME TAKE ASSESSMENT  CREDITS	UNIT EXAMS  CREDITS	TOTAL CREDITS PER MODULE
<p>At the end of this unit, a student is expected to have studied the prescribed modules in this unit and to have done completed all the prescribed assignments and unit exams.</p> <p><u>The objectives of this study unit are:</u></p> <ul style="list-style-type: none"> <li>to introduce the student to the history and science of ACCOUNTANCY</li> <li>to equip them with student with ACCOUNTANCY techniques</li> <li>to enable the learner understand and take responsibility for their own learning , career development and rights and responsibilities within the industry</li> <li>to help the student learn how to manage client and staff relations with in the industry</li> <li>to enable the student understand the social and economic environment within which businesses operate</li> <li><u>The expected outcomes of this course unit are;</u></li> <li>The student should be able to define key words and explain key concepts in the prescribed modules</li> <li>The student will be able to understand key factors of business success</li> <li>The student will be able to perform key book-keeping and accounting operations</li> <li>The student will be able to perform key administrative functions</li> </ul>	131	3.00	3.00	4.00	10.00
	962	6.00	6.00	8.00	20.00
	901	6.00	6.00	8.00	20.00
	935	6.00	6.00	8.00	20.00
	301	6.00	6.00	8.00	20.00
	862	3.00	3.00	4.00	10.00
	<b>TOTAL</b>	30.00 CREDITS	30.00 CREDITS	40.00 CREDITS	100.00
	<b><u>References</u></b>				

# MAGANJO INSTITUTE OF CAREER EDUCATION

## COURSE STRUCTURE : ACCOUNTANCY UNIT SIX

COURSE OBJECTIVES AND OUTCOMES	MODULE/ PAPER	CLASS ROOM ASSIGNMENTS  CREDITS	HOME TAKE ASSESSMENT  CREDITS	UNIT EXAMS  CREDITS	TOTAL CREDITS PER MODULE
<p>At the end of this unit, a student is expected to have studied the prescribed modules in this unit and to have done completed all the prescribed assignments and unit exams.</p> <p><u>The objectives of this study unit are:</u></p> <ul style="list-style-type: none"> <li>to introduce the student to the history and science of ACCOUNTANCY</li> <li>to equip them with student with ACCOUNTANCY techniques</li> <li>to enable the learner understand and take responsibility for their own learning , career development and rights and responsibilities within the industry</li> <li>to help the student learn how to manage client and staff relations with in the industry</li> <li>to enable the student understand the social and economic environment within which businesses operate</li> <li><u>The expected outcomes of this course unit are:</u></li> <li>The student should be able to define key words and explain key concepts in the prescribed modules</li> <li>The student will be able to understand key factors of business success</li> <li>The student will be able to perform key book-keeping and accounting operations</li> <li>The student will be able to perform key administrative functions</li> </ul> <p>1.</p>	882	6.00	6.00	8.00	20.00
	963	6.00	6.00	8.00	20.00
	902	9.00	9.00	12.00	30.00
	461	9.00	9.00	12.00	30.00
	<b>TOTAL</b>	30.00 CREDITS	30.00 CREDITS	40.00 CREDITS	100.00
	<b><u>References</u></b>				

# MAGANJO INSTITUTE OF CAREER EDUCATION

## COURSE STRUCTURE: *ELECTRICAL INSTALLATION*

## UNIT ONE

COURSE OBJECTIVES AND OUTCOMES	MODULE/ PAPER	CLASS ROOM ASSIGNMENTS	HOME TAKE ASSESSMENT	UNIT EXAMS	TOTAL CREDITS PER MODULE
		CREDITS	CREDITS	CREDITS	
<p>At the end of this unit, a student is expected to have studied the prescribed modules in this unit and to have done completed all the prescribed assignments and unit exams.</p> <ul style="list-style-type: none"> <li>• <a href="#">The objectives of this study unit are;</a></li> <li>• to introduce the student to the history electrical installation</li> <li>• to equip a student with electrical installation concepts and techniques</li> <li>• to enable the learner understand and take responsibility for their own learning , career development and rights and responsibilities within the arena of electrical installation</li> <li>• to help the student learn how to manage client and staff relations with in the industry</li> <li>• to enable the student understand the political, social and economic environment within which electrical installation related businesses operate</li> <li>• <a href="#">The expected outcomes of this course unit are;</a></li> <li>• The student should be able to define key words and explain key concepts in the prescribed modules</li> <li>• The student will be able to understand key factors of electrical installation and workshop practice</li> <li>• The student will acquire skills that will enable him do simple and complicated auto repair assignments</li> <li>• The student will be able to perform key management and administrative functions that can enable him contribute to the running of auto repair outfits as proper businesses with the potential to expand and outlive their founders.</li> </ul>					
	501	8.00	8.00	14.00	30.00
	511	8.00	8.00	14.00	30.00
	521	10.00	10.00	20.00	40.00
	<b>TOTAL</b>	26 CREDITS	26 CREDITS	48 CREDITS	100.00
	<b><u>References</u></b>				

# MAGANJO INSTITUTE OF CAREER EDUCATION

## COURSE STRUCTURE : *ELECTRICAL INSTALLATION*

## UNIT TWO

COURSE OBJECTIVES AND OUTCOMES	MODULE/ PAPER	CLASS ROOM ASSIGNMENTS	HOME TAKE ASSESSMENT	UNIT EXAMS	TOTAL CREDITS PER MODULE
		CREDITS	CREDITS	CREDITS	
<p>At the end of this unit, a student is expected to have studied the prescribed modules in this unit and to have done completed all the prescribed assignments and unit exams.</p> <ul style="list-style-type: none"> <li>• <a href="#">The objectives of this study unit are;</a></li> <li>• to introduce the student to the history electrical installation</li> <li>• to equip a student with electrical installation concepts and techniques</li> <li>• to enable the learner understand and take responsibility for their own learning , career development and rights and responsibilities within the arena of electrical installation</li> <li>• to help the student learn how to manage client and staff relations with in the industry</li> <li>• to enable the student understand the political, social and economic environment within which electrical installation related businesses operate</li> <li>• <a href="#">The expected outcomes of this course unit are;</a></li> <li>• The student should be able to define key words and explain key concepts in the prescribed modules</li> <li>• The student will be able to understand key factors of electrical installation and workshop practice</li> <li>• The student will acquire skills that will enable him do simple and complicated auto repair assignments</li> <li>• The student will be able to perform key management and administrative functions that can enable him contribute to the running of auto repair outfits as proper businesses with the potential to expand and outlive their founders.</li> </ul>					
	502	8.00	8.00	14.00	30.00
	512	8.00	8.00	14.00	30.00
	522	10.00	10.00	20.00	40.00
	<b>TOTAL</b>	26 CREDITS	26 CREDITS	48 CREDITS	100.00
	<b><u>References</u></b>				

# MAGANJO INSTITUTE OF CAREER EDUCATION

## COURSE STRUCTURE : *ELECTRICAL INSTALLATION*

## UNIT THREE

COURSE OBJECTIVES AND OUTCOMES	MODULE/ PAPER	CLASS ROOM ASSIGNMENTS	HOME TAKE ASSESSMENT	UNIT EXAMS	TOTAL CREDITS PER MODULE
		CREDITS	CREDITS	CREDITS	
<p>At the end of this unit, a student is expected to have studied the prescribed modules in this unit and to have done completed all the prescribed assignments and unit exams.</p> <ul style="list-style-type: none"> <li>• <a href="#">The objectives of this study unit are;</a></li> <li>• to introduce the student to the history electrical installation</li> <li>• to equip a student with electrical installation concepts and techniques</li> <li>• to enable the learner understand and take responsibility for their own learning , career development and rights and responsibilities within the arena of electrical installation</li> <li>• to help the student learn how to manage client and staff relations with in the industry</li> <li>• to enable the student understand the political, social and economic environment within which electrical installation related businesses operate</li> <li>• <a href="#">The expected outcomes of this course unit are;</a></li> <li>• The student should be able to define key words and explain key concepts in the prescribed modules</li> <li>• The student will be able to understand key factors of electrical installation and workshop practice</li> <li>• The student will acquire skills that will enable him do simple and complicated auto repair assignments</li> <li>• The student will be able to perform key management and administrative functions that can enable him contribute to the running of auto repair outfits as proper businesses with the potential to expand and outlive their founders.</li> </ul>					
	503	8.00	8.00	14.00	30.00
	513	8.00	8.00	14.00	30.00
	523	10.00	10.00	20.00	40.00
	<b>TOTAL</b>	26 CREDITS	26 CREDITS	48 CREDITS	100.00
	<b><u>References</u></b>				

# MAGANJO INSTITUTE OF CAREER EDUCATION

## COURSE STRUCTURE : *ELECTRICAL INSTALLATION*

## UNIT FOUR

COURSE OBJECTIVES AND OUTCOMES	MODULE/ PAPER	CLASS ROOM ASSIGNMENTS	HOME TAKE ASSESSMENT	UNIT EXAMS	TOTAL CREDITS PER MODULE
		CREDITS	CREDITS	CREDITS	
<p>At the end of this unit, a student is expected to have studied the prescribed modules in this unit and to have done completed all the prescribed assignments and unit exams.</p> <ul style="list-style-type: none"> <li>• <a href="#">The objectives of this study unit are;</a></li> <li>• to introduce the student to the history electrical installation</li> <li>• to equip a student with electrical installation concepts and techniques</li> <li>• to enable the learner understand and take responsibility for their own learning , career development and rights and responsibilities within the arena of electrical installation</li> <li>• to help the student learn how to manage client and staff relations with in the industry</li> <li>• to enable the student understand the political, social and economic environment within which electrical installation related businesses operate</li> <li>• <a href="#">The expected outcomes of this course unit are;</a></li> <li>• The student should be able to define key words and explain key concepts in the prescribed modules</li> <li>• The student will be able to understand key factors of electrical installation and workshop practice</li> <li>• The student will acquire skills that will enable him do simple and complicated auto repair assignments</li> <li>• The student will be able to perform key management and administrative functions that can enable him contribute to the running of auto repair outfits as proper businesses with the potential to expand and outlive their founders.</li> </ul>					
	504	8.00	8.00	14.00	30.00
	514	8.00	8.00	14.00	30.00
	524	10.00	10.00	20.00	40.00
	<b>TOTAL</b>	26 CREDITS	26 CREDITS	48 CREDITS	100.00
	<b><u>References</u></b>				

# MAGANJO INSTITUTE OF CAREER EDUCATION

## COURSE STRUCTURE : *ELECTRICAL INSTALLATION*

## UNIT FIVE

COURSE OBJECTIVES AND OUTCOMES	MODULE/ PAPER	CLASS ROOM ASSIGNMENTS	HOME TAKE ASSESSMENT	UNIT EXAMS	TOTAL CREDITS PER MODULE
		CREDITS	CREDITS	CREDITS	
<p>At the end of this unit, a student is expected to have studied the prescribed modules in this unit and to have done completed all the prescribed assignments and unit exams.</p> <ul style="list-style-type: none"> <li>• <a href="#">The objectives of this study unit are;</a></li> <li>• to introduce the student to the history electrical installation</li> <li>• to equip a student with electrical installation concepts and techniques</li> <li>• to enable the learner understand and take responsibility for their own learning , career development and rights and responsibilities within the arena of electrical installation</li> <li>• to help the student learn how to manage client and staff relations with in the industry</li> <li>• to enable the student understand the political, social and economic environment within which electrical installation related businesses operate</li> <li>• <a href="#">The expected outcomes of this course unit are;</a></li> <li>• The student should be able to define key words and explain key concepts in the prescribed modules</li> <li>• The student will be able to understand key factors of electrical installation and workshop practice</li> <li>• The student will acquire skills that will enable him do simple and complicated auto repair assignments</li> <li>• The student will be able to perform key management and administrative functions that can enable him contribute to the running of auto repair outfits as proper businesses with the potential to expand and outlive their founders.</li> </ul>					
	505	8.00	8.00	14.00	30.00
	515	8.00	8.00	14.00	30.00
	525	10.00	10.00	20.00	40.00
	<b>TOTAL</b>	26 CREDITS	26 CREDITS	48 CREDITS	100.00
	<b><u>References</u></b>				



# MAGANJO INSTITUTE OF CAREER EDUCATION

## COURSE STRUCTURE : ELECTRICAL INSTALLATION

## UNIT SIX

COURSE OBJECTIVES AND OUTCOMES	MODULE/ PAPER	CLASS ROOM ASSIGNMENTS	HOME TAKE ASSESSMENT	UNIT EXAMS	TOTAL CREDITS PER MODULE
		CREDITS	CREDITS	CREDITS	
<p>At the end of this unit, a student is expected to have studied the prescribed modules in this unit and to have done completed all the prescribed assignments and unit exams.</p> <ul style="list-style-type: none"> <li>• <a href="#">The objectives of this study unit are;</a></li> <li>• to introduce the student to the history electrical installation</li> <li>• to equip a student with electrical installation concepts and techniques</li> <li>• to enable the learner understand and take responsibility for their own learning , career development and rights and responsibilities within the arena of electrical installation</li> <li>• to help the student learn how to manage client and staff relations with in the industry</li> <li>• to enable the student understand the political, social and economic environment within which electrical installation related businesses operate</li> <li>• <a href="#">The expected outcomes of this course unit are;</a></li> <li>• The student should be able to define key words and explain key concepts in the prescribed modules</li> <li>• The student will be able to understand key factors of electrical installation and workshop practice</li> <li>• The student will acquire skills that will enable him do simple and complicated auto repair assignments</li> <li>• The student will be able to perform key management and administrative functions that can enable him contribute to the running of auto repair outfits as proper businesses with the potential to expand and outlive their founders.</li> </ul>					
	506	8.00	8.00	14.00	30.00
	516	8.00	8.00	14.00	30.00
	526	10.00	10.00	20.00	40.00
	<b>TOTAL</b>	26 CREDITS	26 CREDITS	48 CREDITS	100.00
	<b><u>References</u></b>				

# MAGANJO INSTITUTE OF CAREER EDUCATION

## COURSE STRUCTURE : BEAUTY AND COSMETOLOGY UNIT ONE

COURSE OBJECTIVES AND OUTCOMES	MODULE/ PAPER	CLASS ROOM ASSIGNMENTS  CREDITS	HOME TAKE ASSESSMENT  CREDITS	UNIT EXAMS  CREDITS	TOTAL CREDITS PER MODULE
<p>At the end of this unit, a student is expected to have studied the prescribed modules in this unit and to have done completed all the prescribed assignments and unit exams.</p> <p><u>The objectives of this study unit are:</u></p> <ul style="list-style-type: none"> <li>to introduce the student to the history and science of Beauty, hair and hair dressing</li> <li>to equip them with student with basic hair handling techniques</li> <li>to enable the learner understand and take responsibility for their own learning , career development and rights and responsibilities within the industry</li> <li>to help the student learn how to manage client and staff relations with in the industry</li> <li>to enable the student understand the social and economic environment within which the hair and beauty industry operates</li> </ul> <p><u>The expected outcomes of this course unit are:</u></p> <ul style="list-style-type: none"> <li>The student should be able to define key words and explain key concepts in the prescribed modules</li> <li>The student will be able to understand key characteristics of the hair and beauty industry</li> <li>The student will be able to perform basic practices in hair and salon handling</li> </ul>	771	9.00	9.00	12.00	30.00
	801	4.50	4.50	6.00	15.00
	871	4.50	4.50	6.00	15.00
	781	9.00	9.00	12.00	30.00
	921	3.00	3.00	4.00	10.00
	<b>TOTAL</b>	30.00 CREDITS	30.00 CREDITS	40.00 CREDITS	100.00
	<b><u>References</u></b>				

# MAGANJO INSTITUTE OF CAREER EDUCATION

## COURSE STRUCTURE : BEAUTY AND COSMETOLOGY UNIT TWO

COURSE OBJECTIVES AND OUTCOMES	MODULE/ PAPER	CLASS ROOM ASSIGNMENTS  CREDITS	HOME TAKE ASSESSMENT  CREDITS	UNIT EXAMS  CREDITS	TOTAL CREDITS PER MODULE
<p>At the end of this unit, a student is expected to have studied the prescribed modules in this unit and to have done completed all the prescribed assignments and unit exams.</p> <p><u>The objectives of this study unit are:</u></p> <ul style="list-style-type: none"> <li>to introduce the student to the history and science of Beauty, hair and hair dressing</li> <li>to equip them with student with basic hair handling techniques</li> <li>to enable the learner understand and take responsibility for their own learning , career development and rights and responsibilities within the industry</li> <li>to help the student learn how to manage client and staff relations with in the industry</li> <li>to enable the student understand the social and economic environment within which the hair and beauty industry operates</li> </ul> <p><u>The expected outcomes of this course unit are:</u></p> <ul style="list-style-type: none"> <li>The student should be able to define key words and explain key concepts in the prescribed modules</li> <li>The student will be able to understand key characteristics of the hair and beauty industry</li> <li>The student will be able to perform basic practices in hair and salon handling</li> </ul>	772	9.00	9.00	12.00	30.00
	802	4.50	4.50	6.00	15.00
	872	4.50	4.50	6.00	15.00
	782	9.00	9.00	12.00	30.00
	922	3.00	3.00	4.00	10.00
	<b>TOTAL</b>	30.00 CREDITS	30.00 CREDITS	40.00 CREDITS	100.00
	<b><u>References</u></b>				

# MAGANJO INSTITUTE OF CAREER EDUCATION

## COURSE STRUCTURE : BEAUTY AND COSMETOLOGY UNIT THREE

COURSE OBJECTIVES AND OUTCOMES	MODULE/ PAPER	CLASS ROOM ASSIGNMENTS  CREDITS	HOME TAKE ASSESSMENT  CREDITS	UNIT EXAMS  CREDITS	TOTAL CREDITS PER MODULE
<p>At the end of this unit, a student is expected to have studied the prescribed modules in this unit and to have done completed all the prescribed assignments and unit exams.</p> <p><u>The objectives of this study unit are:</u></p> <ul style="list-style-type: none"> <li>to introduce the student to the history and science of Beauty, hair and hair dressing</li> <li>to equip them with student with basic hair handling techniques</li> <li>to enable the learner understand and take responsibility for their own learning , career development and rights and responsibilities within the industry</li> <li>to help the student learn how to manage client and staff relations with in the industry</li> <li>to enable the student understand the social and economic environment within which the hair and beauty industry operates</li> </ul> <p><u>The expected outcomes of this course unit are:</u></p> <ul style="list-style-type: none"> <li>The student should be able to define key words and explain key concepts in the prescribed modules</li> <li>The student will be able to understand key characteristics of the hair and beauty industry</li> <li>The student will be able to perform basic practices in hair and salon handling</li> </ul>	773	9.00	9.00	12.00	30.00
	951	4.50	4.50	6.00	15.00
	811	4.50	4.50	6.00	15.00
	783	9.00	9.00	12.00	30.00
	923	3.00	3.00	4.00	10.00
	<b>TOTAL</b>	30.00 CREDITS	30.00 CREDITS	40.00 CREDITS	100.00
	<b><u>References</u></b>				

# MAGANJO INSTITUTE OF CAREER EDUCATION

## COURSE STRUCTURE : BEAUTY AND COSMETOLOGY UNIT FOUR

COURSE OBJECTIVES AND OUTCOMES	MODULE/ PAPER	CLASS ROOM ASSIGNMENTS  CREDITS	HOME TAKE ASSESSMENT  CREDITS	UNIT EXAMS  CREDITS	TOTAL CREDITS PER MODULE
<p>At the end of this unit, a student is expected to have studied the prescribed modules in this unit and to have done completed all the prescribed assignments and unit exams.</p> <p><u>The objectives of this study unit are:</u></p> <ul style="list-style-type: none"> <li>to introduce the student to the history and science of Beauty, hair and hair dressing</li> <li>to equip them with student with basic hair handling techniques</li> <li>to enable the learner understand and take responsibility for their own learning , career development and rights and responsibilities within the industry</li> <li>to help the student learn how to manage client and staff relations with in the industry</li> <li>to enable the student understand the social and economic environment within which the hair and beauty industry operates</li> </ul> <p><u>The expected outcomes of this course unit are:</u></p> <ul style="list-style-type: none"> <li>The student should be able to define key words and explain key concepts in the prescribed modules</li> <li>The student will be able to understand key characteristics of the hair and beauty industry</li> <li>The student will be able to perform basic practices in hair and salon handling</li> </ul>	791	9.00	9.00	12.00	30.00
	952	4.50	4.50	6.00	15.00
	812	4.50	4.50	6.00	15.00
	784	9.00	9.00	12.00	30.00
	921	3.00	3.00	4.00	10.00
	<b>TOTAL</b>	30.00 CREDITS	30.00 CREDITS	40.00 CREDITS	100.00
	<b><u>References</u></b>				

# MAGANJO INSTITUTE OF CAREER EDUCATION

## COURSE STRUCTURE : BEAUTY AND COSMETOLOGY UNIT FIVE

COURSE OBJECTIVES AND OUTCOMES	MODULE/ PAPER	CLASS ROOM ASSIGNMENTS  CREDITS	HOME TAKE ASSESSMENT  CREDITS	UNIT EXAMS  CREDITS	TOTAL CREDITS PER MODULE
<p>At the end of this unit, a student is expected to have studied the prescribed modules in this unit and to have done completed all the prescribed assignments and unit exams.</p> <p><u>The objectives of this study unit are:</u></p> <ul style="list-style-type: none"> <li>to introduce the student to the history and science of Beauty, hair and hair dressing</li> <li>to equip them with student with basic hair handling techniques</li> <li>to enable the learner understand and take responsibility for their own learning , career development and rights and responsibilities within the industry</li> <li>to help the student learn how to manage client and staff relations with in the industry</li> <li>to enable the student understand the social and economic environment within which the hair and beauty industry operates</li> </ul> <p><u>The expected outcomes of this course unit are:</u></p> <ul style="list-style-type: none"> <li>The student should be able to define key words and explain key concepts in the prescribed modules</li> <li>The student will be able to understand key characteristics of the hair and beauty industry</li> <li>The student will be able to perform basic practices in hair and salon handling</li> </ul>	792	9.00	9.00	12.00	30.00
	851	4.50	4.50	6.00	15.00
	881	4.50	4.50	6.00	15.00
	785	9.00	9.00	12.00	30.00
	925	3.00	3.00	4.00	10.00
	<b>TOTAL</b>	30.00 CREDITS	30.00 CREDITS	40.00 CREDITS	100.00
	<b><u>References</u></b>				

# MAGANJO INSTITUTE OF CAREER EDUCATION

## COURSE STRUCTURE : BEAUTY AND COSMETOLOGY UNIT SIX

COURSE OBJECTIVES AND OUTCOMES	MODULE/ PAPER	CLASS ROOM ASSIGNMENTS  CREDITS	HOME TAKE ASSESSMENT  CREDITS	UNIT EXAMS  CREDITS	TOTAL CREDITS PER MODULE
<p>At the end of this unit, a student is expected to have studied the prescribed modules in this unit and to have done completed all the prescribed assignments and unit exams.</p> <p><u>The objectives of this study unit are:</u></p> <ul style="list-style-type: none"> <li>to introduce the student to the history and science of Beauty, hair and hair dressing</li> <li>to equip them with student with basic hair handling techniques</li> <li>to enable the learner understand and take responsibility for their own learning , career development and rights and responsibilities within the industry</li> <li>to help the student learn how to manage client and staff relations with in the industry</li> <li>to enable the student understand the social and economic environment within which the hair and beauty industry operates</li> </ul> <p><u>The expected outcomes of this course unit are:</u></p> <ul style="list-style-type: none"> <li>The student should be able to define key words and explain key concepts in the prescribed modules</li> <li>The student will be able to understand key characteristics of the hair and beauty industry</li> <li>The student will be able to perform basic practices in hair and salon handling</li> </ul>	793	9.00	9.00	12.00	30.00
	852	4.50	4.50	6.00	15.00
	882	4.50	4.50	6.00	15.00
	786	9.00	9.00	12.00	30.00
	926	3.00	3.00	4.00	10.00
	<b>TOTAL</b>	30.00 CREDITS	30.00 CREDITS	40.00 CREDITS	100.00
	<b><u>References</u></b>				

# MAGANJO INSTITUTE OF CAREER EDUCATION

## COURSE STRUCTURE : CATERING AND HOTEL MANAGEMENT UNIT ONE

COURSE OBJECTIVES AND OUTCOMES	MODULE/ PAPER	CLASS ROOM ASSIGNMENTS  CREDITS	HOME TAKE ASSESSMENT  CREDITS	UNIT EXAMS  CREDITS	TOTAL CREDITS PER MODULE
<p>At the end of this unit, a student is expected to have studied the prescribed modules in this unit and to have completed all the prescribed assignments and unit exams contained therein.</p> <p><u>The objectives of this study unit are:</u></p> <ul style="list-style-type: none"> <li>To introduce the student to the history of catering and the hotel industry in general</li> <li>To equip the student with basic food preparation techniques</li> <li>To enable the learner understand and take responsibility for their own learning, career development and rights and responsibilities within the hospitality industry</li> <li>To help the student learn how to manage client and staff relations within the hospitality industry</li> <li>To enable the student understand the social and economic environment within which the hospitality industry operates</li> </ul> <p><u>The expected outcomes of this course unit are:</u></p> <ul style="list-style-type: none"> <li>The student should be able to define key words and explain key concepts in the prescribed modules</li> <li>The student will be able to understand key characteristics of the hospitality industry</li> <li>The student will be able to correctly answer the assessment questions found at the end of the course content provided. The answers must be original, clear and legible.</li> <li>There shall be an assessment interview by each tutor concerned with a paper during which a student is expected to demonstrate that the assessment answers he/she has given are original to him or her. This will be done when the tutor randomly asks the student's questions from the student's own assessment file. Assessments constitute 60% of the total exam mark.</li> </ul>	871	3.00	3.00	4.00	10.00
	751	6.00	6.00	8.00	20.00
	731	6.00	6.00	8.00	20.00
	761	6.00	6.00	8.00	20.00
	711	4.50	4.50	6.00	15.00
	741	4.50	4.50	6.00	15.00
	<b>TOTAL</b>	30.00 CREDITS	30.00 CREDITS	40.00 CREDITS	100.00
<b><u>References</u></b>					



# MAGANJO INSTITUTE OF CAREER EDUCATION

## COURSE STRUCTURE : CATERING AND HOTEL MANAGEMENT UNIT TWO

COURSE OBJECTIVES AND OUTCOMES	MODULE/ PAPER	CLASS ROOM ASSIGNMENTS	HOME TAKE ASSESSMENT	UNIT EXAMS	TOTAL CREDITS PER MODULE
		CREDITS	CREDITS	CREDITS	
<p>At the end of this unit, a student is expected to have studied the prescribed modules in this unit and to have completed all the prescribed assignments and unit exams contained therein.</p> <p><u>The objectives of this study unit are:</u></p> <ul style="list-style-type: none"> <li>To introduce the student to the history of catering and the hotel industry in general</li> <li>To equip the with student with basic food preparation techniques</li> <li>To enable the learner understand and take responsibility for their own learning , career development and rights and responsibilities within the hospitality industry</li> <li>To help the student learn how to manage client and staff relations with in the hospitality industry</li> <li>To enable the student understand the social and economic environment within which the hospitality industry operates</li> </ul> <p><u>The expected outcomes of this course unit are:</u></p> <ul style="list-style-type: none"> <li>The student should be able to define key words and explain key concepts in the prescribed modules</li> <li>The student will be able to understand key characteristics of the hospitality industry</li> <li>The student will be able to correctly answer the assessment questions found and the end of the course content provided. The answers must be original , clear and legible.</li> <li>There shall be an assessment interview by each tutor concerned with a paper during which a student is expected to demonstrate that the assessment answers he/she has given are original to him or her. This will be done when the tutor randomly asks the students questions from the student's own assessment file. Assessments constitute 60% of the total exam mark.</li> </ul>	872	3.00	3.00	4.00	10.00
	752	6.00	6.00	8.00	20.00
	732	6.00	6.00	8.00	20.00
	762	6.00	6.00	8.00	20.00
	712	4.50	4.50	6.00	15.00
	742	4.50	4.50	6.00	15.00
	<b>TOTAL</b>	30.00 CREDITS	30.00 CREDITS	40.00 CREDITS	100.00
	<b><u>References</u></b>				

# MAGANJO INSTITUTE OF CAREER EDUCATION

## COURSE STRUCTURE : CATERING AND HOTEL MANAGEMENT UNIT THREE

COURSE OBJECTIVES AND OUTCOMES	MODULE/ PAPER	CLASS ROOM ASSIGNMENTS  CREDITS	HOME TAKE ASSESSMENT  CREDITS	UNIT EXAMS  CREDITS	TOTAL CREDITS PER MODULE
<p>At the end of this unit, a student is expected to have studied the prescribed modules in this unit and to have completed all the prescribed assignments and unit exams contained therein.</p> <p><u>The objectives of this study unit are:</u></p> <ul style="list-style-type: none"> <li>To introduce the student to the history of catering and the hotel industry in general</li> <li>To equip the student with basic food preparation techniques</li> <li>To enable the learner understand and take responsibility for their own learning , career development and rights and responsibilities within the hospitality industry</li> <li>To help the student learn how to manage client and staff relations within the hospitality industry</li> <li>To enable the student understand the social and economic environment within which the hospitality industry operates</li> </ul> <p><u>The expected outcomes of this course unit are:</u></p> <ul style="list-style-type: none"> <li>The student should be able to define key words and explain key concepts in the prescribed modules</li> <li>The student will be able to understand key characteristics of the hospitality industry</li> <li>The student will be able to correctly answer the assessment questions found at the end of the course content provided. The answers must be original , clear and legible.</li> <li>There shall be an assessment interview by each tutor concerned with a paper during which a student is expected to demonstrate that the assessment answers he/she has given are original to him or her. This will be done when the tutor randomly asks the student's questions from the student's own assessment file. Assessments constitute 60% of the total exam mark.</li> </ul>	701	9.00	9.00	12.00	30.00
	721	9.00	9.00	12.00	30.00
	811	6.00	6.00	8.00	20.00
	951	6.00	6.00	8.00	20.00
	<b>TOTAL</b>	30.00 CREDITS	30.00 CREDITS	40.00 CREDITS	100.00
	<p><b><u>References</u></b></p>				

# MAGANJO INSTITUTE OF CAREER EDUCATION

## COURSE STRUCTURE : CATERING AND HOTEL MANAGEMENT UNIT FOUR

COURSE OBJECTIVES AND OUTCOMES	MODULE/ PAPER	CLASS ROOM ASSIGNMENTS	HOME TAKE ASSESSMENT	UNIT EXAMS	TOTAL CREDITS PER MODULE
		CREDITS	CREDITS	CREDITS	
<p>At the end of this unit, a student is expected to have studied the prescribed modules in this unit and to have completed all the prescribed assignments and unit exams contained therein.</p> <p><u>The objectives of this study unit are:</u></p> <ul style="list-style-type: none"> <li>To introduce the student to the history of catering and the hotel industry in general</li> <li>To equip the student with basic food preparation techniques</li> <li>To enable the learner understand and take responsibility for their own learning , career development and rights and responsibilities within the hospitality industry</li> <li>To help the student learn how to manage client and staff relations within the hospitality industry</li> <li>To enable the student understand the social and economic environment within which the hospitality industry operates</li> </ul> <p><u>The expected outcomes of this course unit are:</u></p> <ul style="list-style-type: none"> <li>The student should be able to define key words and explain key concepts in the prescribed modules</li> <li>The student will be able to understand key characteristics of the hospitality industry</li> <li>The student will be able to correctly answer the assessment questions found at the end of the course content provided. The answers must be original , clear and legible.</li> <li>There shall be an assessment interview by each tutor concerned with a paper during which a student is expected to demonstrate that the assessment answers he/she has given are original to him or her. This will be done when the tutor randomly asks the student's questions from the student's own assessment file. Assessments constitute 60% of the total exam mark.</li> </ul>	702	9.00	9.00	12.00	30.00
	722	9.00	9.00	12.00	30.00
	812	6.00	6.00	8.00	20.00
	952	6.00	6.00	8.00	20.00
	<b>TOTAL</b>	30.00 CREDITS	30.00 CREDITS	40.00 CREDITS	100.00
	<p><b><u>References</u></b></p>				

# MAGANJO INSTITUTE OF CAREER EDUCATION

## COURSE STRUCTURE : CATERING AND HOTEL MANAGEMENT UNIT FIVE

COURSE OBJECTIVES AND OUTCOMES	MODULE/ PAPER	CLASS ROOM ASSIGNMENTS	HOME TAKE ASSESSMENT	UNIT EXAMS	TOTAL CREDITS PER MODULE
		CREDITS	CREDITS	CREDITS	
<p>At the end of this unit, a student is expected to have studied the prescribed modules in this unit and to have completed all the prescribed assignments and unit exams contained therein.</p> <p><u>The objectives of this study unit are:</u></p> <ul style="list-style-type: none"> <li>To introduce the student to the history of catering and the hotel industry in general</li> <li>To equip the student with basic food preparation techniques</li> <li>To enable the learner understand and take responsibility for their own learning , career development and rights and responsibilities within the hospitality industry</li> <li>To help the student learn how to manage client and staff relations within the hospitality industry</li> <li>To enable the student understand the social and economic environment within which the hospitality industry operates</li> </ul> <p><u>The expected outcomes of this course unit are:</u></p> <ul style="list-style-type: none"> <li>The student should be able to define key words and explain key concepts in the prescribed modules</li> <li>The student will be able to understand key characteristics of the hospitality industry</li> <li>The student will be able to correctly answer the assessment questions found at the end of the course content provided. The answers must be original , clear and legible.</li> <li>There shall be an assessment interview by each tutor concerned with a paper during which a student is expected to demonstrate that the assessment answers he/she has given are original to him or her. This will be done when the tutor randomly asks the student's questions from the student's own assessment file. Assessments constitute 60% of the total exam mark.</li> </ul>	801	6.00	6.00	8.00	20.00
	971	9.00	9.00	12.00	30.00
	531	9.00	9.00	12.00	30.00
	881	6.00	6.00	8.00	20.00
	<b>TOTAL</b>	30.00 CREDITS	30.00 CREDITS	40.00 CREDITS	100.00
	<p><b><u>References</u></b></p>				

# MAGANJO INSTITUTE OF CAREER EDUCATION

## COURSE STRUCTURE : CATERING AND HOTEL MANAGEMENT UNIT SIX

COURSE OBJECTIVES AND OUTCOMES	MODULE/ PAPER	CLASS ROOM ASSIGNMENTS  CREDITS	HOME TAKE ASSESSMENT  CREDITS	UNIT EXAMS  CREDITS	TOTAL CREDITS PER MODULE
<p>At the end of this unit, a student is expected to have studied the prescribed modules in this unit and to have completed all the prescribed assignments and unit exams contained therein.</p> <p><u>The objectives of this study unit are:</u></p> <ul style="list-style-type: none"> <li>To introduce the student to the history of catering and the hotel industry in general</li> <li>To equip the student with basic food preparation techniques</li> <li>To enable the learner understand and take responsibility for their own learning, career development and rights and responsibilities within the hospitality industry</li> <li>To help the student learn how to manage client and staff relations within the hospitality industry</li> <li>To enable the student understand the social and economic environment within which the hospitality industry operates</li> </ul> <p><u>The expected outcomes of this course unit are:</u></p> <ul style="list-style-type: none"> <li>The student should be able to define key words and explain key concepts in the prescribed modules</li> <li>The student will be able to understand key characteristics of the hospitality industry</li> <li>The student will be able to correctly answer the assessment questions found at the end of the course content provided. The answers must be original, clear and legible.</li> <li>There shall be an assessment interview by each tutor concerned with a paper during which a student is expected to demonstrate that the assessment answers he/she has given are original to him or her. This will be done when the tutor randomly asks the student's questions from the student's own assessment file. Assessments constitute 60% of the total exam mark.</li> </ul>	802	6.00	6.00	8.00	20.00
	972	9.00	9.00	12.00	30.00
	532	9.00	9.00	12.00	30.00
	882	6.00	6.00	8.00	20.00
	<b>TOTAL</b>	30.00 CREDITS	30.00 CREDITS	40.00 CREDITS	100.00
	<p><b><u>References</u></b></p>				

# MAGANJO INSTITUTE OF CAREER EDUCATION

## COURSE STRUCTURE: *GRAPHIC DESIGNING AND PRINTING* UNIT ONE

COURSE OBJECTIVES AND OUTCOMES	MODULE/ PAPER	CLASS ROOM ASSIGNMENTS	HOME TAKE ASSESSMENT	UNIT EXAMS	TOTAL CREDITS PER MODULE
		CREDITS	CREDITS	CREDITS	
<p>At the end of this unit, a student is expected to have studied the prescribed modules in this unit and to have done completed all the prescribed assignments and unit exams.</p> <ul style="list-style-type: none"> <li>• <a href="#">The objectives of this study unit are:</a></li> <li>• to introduce the student to the history of Graphic designing and printing</li> <li>• to equip a student with business management concepts and techniques</li> <li>• to enable the learner understand and take responsibility for their own learning, career development and rights and responsibilities within the arena of Graphic designing and printing</li> <li>• to help the student learn how to manage client and staff relations with in the industry</li> <li>• to enable the student understand the political, social and economic environment within which Graphic designing and printing businesses operate</li> <li>• <a href="#">The expected outcomes of this course unit are:</a></li> <li>• The student should be able to define key words and explain key concepts in the prescribed modules</li> <li>• The student will be able to understand key factors of Graphic designing and printing</li> <li>• The student will acquire skills that will enable him do simple and complicated Graphic designing and printing assignments</li> <li>• The student will be able to perform key management and administrative functions that can enable him contribute to the running of Graphic designing and printing outfits as proper businesses with the potential to expand and outlive their founders.</li> </ul>					
	304	6.00	6.00	8.00	20.00
	251	15.00	15.00	20.00	50.00
	871	1.50	1.50	2.00	5.00
	921	1.50	1.50	2.00	5.00
	891	3.00	3.00	4.00	10.00
	<b>TOTAL</b>	30.00 CREDITS	30.00 CREDITS	40.00 CREDITS	100.00
	<b><u>References</u></b>				

# MAGANJO INSTITUTE OF CAREER EDUCATION

## COURSE STRUCTURE: *GRAPHIC DESIGNING AND PRINTING* UNIT TWO

COURSE OBJECTIVES AND OUTCOMES	MODULE/ PAPER	CLASS ROOM ASSIGNMENTS	HOME TAKE ASSESSMENT	UNIT EXAMS	TOTAL CREDITS PER MODULE
		CREDITS	CREDITS	CREDITS	
<p>At the end of this unit, a student is expected to have studied the prescribed modules in this unit and to have done completed all the prescribed assignments and unit exams.</p> <ul style="list-style-type: none"> <li>• <a href="#">The objectives of this study unit are:</a></li> <li>• to introduce the student to the history of Graphic designing and printing</li> <li>• to equip a student with business management concepts and techniques</li> <li>• to enable the learner understand and take responsibility for their own learning, career development and rights and responsibilities within the arena of Graphic designing and printing</li> <li>• to help the student learn how to manage client and staff relations with in the industry</li> <li>• to enable the student understand the political, social and economic environment within which Graphic designing and printing businesses operate</li> <li>• <a href="#">The expected outcomes of this course unit are:</a></li> <li>• The student should be able to define key words and explain key concepts in the prescribed modules</li> <li>• The student will be able to understand key factors of Graphic designing and printing</li> <li>• The student will acquire skills that will enable him do simple and complicated Graphic designing and printing assignments</li> </ul> <p>The student will be able to perform key management and administrative functions that can enable him contribute to the running of Graphic designing and printing outfits as proper businesses with the potential to expand and outlive their founders.</p>					
	305	6.00	6.00	8.00	20.00
	252	15.00	15.00	20.00	50.00
	872	1.50	1.50	2.00	5.00
	922	1.50	1.50	2.00	5.00
	892	3.00	3.00	4.00	10.00
	<b>TOTAL</b>	30.00 CREDITS	30.00 CREDITS	40.00 CREDITS	100.00
	<b><u>References</u></b>				

# MAGANJO INSTITUTE OF CAREER EDUCATION

## COURSE STRUCTURE : *GRAPHIC DESIGNING AND PRINTING* UNIT THREE

COURSE OBJECTIVES AND OUTCOMES	MODULE/ PAPER	CLASS ROOM ASSIGNMENTS	HOME TAKE ASSESSMENT	UNIT EXAMS	TOTAL CREDITS PER MODULE
		CREDITS	CREDITS	CREDITS	
<p>At the end of this unit, a student is expected to have studied the prescribed modules in this unit and to have done completed all the prescribed assignments and unit exams.</p> <ul style="list-style-type: none"> <li><a href="#">The objectives of this study unit are:</a></li> <li>to introduce the student to the history of Graphic designing and printing</li> <li>to equip a student with business management concepts and techniques</li> <li>to enable the learner understand and take responsibility for their own learning, career development and rights and responsibilities within the arena of Graphic designing and printing</li> <li>to help the student learn how to manage client and staff relations with in the industry</li> <li>to enable the student understand the political, social and economic environment within which Graphic designing and printing businesses operate</li> <li><a href="#">The expected outcomes of this course unit are:</a></li> <li>The student should be able to define key words and explain key concepts in the prescribed modules</li> <li>The student will be able to understand key factors of Graphic designing and printing</li> <li>The student will acquire skills that will enable him do simple and complicated Graphic designing and printing assignments</li> </ul> <p>The student will be able to perform key management and administrative functions that can enable him contribute to the running of Graphic designing and printing outfits as proper businesses with the potential to expand and outlive their founders.</p>					
	306	9.00	9.00	12.00	30.00
	253	9.00	9.00	12.00	30.00
	923	3.00	3.00	4.00	10.00
	893	9.00	9.00	12.00	30.00
	<b>TOTAL</b>	30.00 CREDITS	30.00 CREDITS	40.00 CREDITS	100.00
	<b><u>References</u></b>				



# MAGANJO INSTITUTE OF CAREER EDUCATION

## COURSE STRUCTURE : *GRAPHIC DESIGNING AND PRINTING* UNIT FOUR

COURSE OBJECTIVES AND OUTCOMES	MODULE/ PAPER	CLASS ROOM ASSIGNMENTS	HOME TAKE ASSESSMENT	UNIT EXAMS	TOTAL CREDITS PER MODULE
		CREDITS	CREDITS	CREDITS	
<p>At the end of this unit, a student is expected to have studied the prescribed modules in this unit and to have done completed all the prescribed assignments and unit exams.</p> <ul style="list-style-type: none"> <li><a href="#">The objectives of this study unit are:</a></li> <li>to introduce the student to the history of Graphic designing and printing</li> <li>to equip a student with business management concepts and techniques</li> <li>to enable the learner understand and take responsibility for their own learning, career development and rights and responsibilities within the arena of Graphic designing and printing</li> <li>to help the student learn how to manage client and staff relations with in the industry</li> <li>to enable the student understand the political, social and economic environment within which Graphic designing and printing businesses operate</li> <li><a href="#">The expected outcomes of this course unit are:</a></li> <li>The student should be able to define key words and explain key concepts in the prescribed modules</li> <li>The student will be able to understand key factors of Graphic designing and printing</li> <li>The student will acquire skills that will enable him do simple and complicated Graphic designing and printing assignments</li> </ul> <p>The student will be able to perform key management and administrative functions that can enable him contribute to the running of Graphic designing and printing outfits as proper businesses with the potential to expand and outlive their founders.</p>					
	951	3.00	3.00	4.00	10.00
	811	6.00	6.00	8.00	20.00
	801	3.00	3.00	4.00	10.00
	254	9.00	9.00	12.00	30.00
	307	9.00	9.00	12.00	30.00
	<b>TOTAL</b>	30.00 CREDITS	30.00 CREDITS	40.00 CREDITS	100.00
	<b><u>References</u></b>				

# MAGANJO INSTITUTE OF CAREER EDUCATION

## COURSE STRUCTURE : *GRAPHIC DESIGNING AND PRINTING* UNIT FIVE

COURSE OBJECTIVES AND OUTCOMES	MODULE/ PAPER	CLASS ROOM ASSIGNMENTS	HOME TAKE ASSESSMENT	UNIT EXAMS	TOTAL CREDITS PER MODULE
		CREDITS	CREDITS	CREDITS	
<p>At the end of this unit, a student is expected to have studied the prescribed modules in this unit and to have done completed all the prescribed assignments and unit exams.</p> <ul style="list-style-type: none"> <li><a href="#">The objectives of this study unit are:</a></li> <li>to introduce the student to the history of Graphic designing and printing</li> <li>to equip a student with business management concepts and techniques</li> <li>to enable the learner understand and take responsibility for their own learning, career development and rights and responsibilities within the arena of Graphic designing and printing</li> <li>to help the student learn how to manage client and staff relations with in the industry</li> <li>to enable the student understand the political, social and economic environment within which Graphic designing and printing businesses operate</li> <li><a href="#">The expected outcomes of this course unit are:</a></li> <li>The student should be able to define key words and explain key concepts in the prescribed modules</li> <li>The student will be able to understand key factors of Graphic designing and printing</li> <li>The student will acquire skills that will enable him do simple and complicated Graphic designing and printing assignments</li> </ul> <p>The student will be able to perform key management and administrative functions that can enable him contribute to the running of Graphic designing and printing outfits as proper businesses with the potential to expand and outlive their founders.</p>					
	852	3.00	3.00	4.00	10.00
	882	3.00	3.00	4.00	10.00
	812	3.00	3.00	4.00	10.00
	802	3.00	3.00	4.00	10.00
	256	9.00	9.00	12.00	30.00
	308	9.00	9.00	12.00	30.00
	<b>TOTAL</b>	30.00 CREDITS	30.00 CREDITS	40.00 CREDITS	100.00
	<b><u>References</u></b>				

# MAGANJO INSTITUTE OF CAREER EDUCATION

## COURSE STRUCTURE: *GRAPHIC DESIGNING AND PRINTING* UNIT SIX

COURSE OBJECTIVES AND OUTCOMES	MODULE/ PAPER	CLASS ROOM ASSIGNMENTS	HOME TAKE ASSESSMENT	UNIT EXAMS	TOTAL CREDITS PER MODULE
		CREDITS	CREDITS	CREDITS	
<p>At the end of this unit, a student is expected to have studied the prescribed modules in this unit and to have done completed all the prescribed assignments and unit exams.</p> <ul style="list-style-type: none"> <li>• <a href="#">The objectives of this study unit are;</a></li> <li>• to introduce the student to the history of Graphic designing and printing</li> <li>• to equip a student with business management concepts and techniques</li> <li>• to enable the learner understand and take responsibility for their own learning, career development and rights and responsibilities within the arena of Graphic designing and printing</li> <li>• to help the student learn how to manage client and staff relations with in the industry</li> <li>• to enable the student understand the political, social and economic environment within which Graphic designing and printing businesses operate</li> <li>• <a href="#">The expected outcomes of this course unit are;</a></li> <li>• The student should be able to define key words and explain key concepts in the prescribed modules</li> <li>• The student will be able to understand key factors of Graphic designing and printing</li> <li>• The student will acquire skills that will enable him do simple and complicated Graphic designing and printing assignments</li> </ul> <p>The student will be able to perform key management and administrative functions that can enable him contribute to the running of Graphic designing and printing outfits as proper businesses with the potential to expand and outlive their founders.</p>					
	852	3.00	3.00	4.00	10.00
	882	6.00	6.00	8.00	20.00
	896	3.00	3.00	4.00	10.00
	257	9.00	9.00	12.00	30.00
	309	9.00	9.00	12.00	30.00
	<b>TOTAL</b>	30.00 CREDITS	30.00 CREDITS	40.00 CREDITS	100.00
	<b><u>References</u></b>				

# MAGANJO INSTITUTE OF CAREER EDUCATION

## COURSE STRUCTURE : MARKETING AND BUSINESS ADMINISTRATION UNIT ONE

COURSE OBJECTIVES AND OUTCOMES	MODULE/ PAPER	CLASS ROOM ASSIGNMENTS	HOME TAKE ASSESSMENT	UNIT EXAMS	TOTAL CREDITS PER MODULE
		CREDITS	CREDITS	CREDITS	
<p>At the end of this unit, a student is expected to have studied the prescribed modules in this unit and to have done completed all the prescribed assignments and unit exams.</p> <p><u>The objectives of this study unit are:</u></p> <ul style="list-style-type: none"> <li>to introduce the student to the history and science of Marketing and business administration</li> <li>to equip them with student with Marketing and business administration <ul style="list-style-type: none"> <li>techniques</li> </ul> </li> <li>to enable the learner understand and take responsibility for their own learning , career development and rights and responsibilities within the industry</li> <li>to help the student learn how to manage client and staff relations with in the industry</li> <li>to enable the student understand the social and economic environment within which businesses operate</li> </ul> <p><u>The expected outcomes of this course unit are:</u></p> <ul style="list-style-type: none"> <li>The student should be able to define key words and explain key concepts in the prescribed modules</li> <li>The student will be able to understand key factors of business success</li> <li>The student will be able to perform key marketing operations</li> <li>The student will be able to perform key administrative functions</li> </ul>	951	6.00	6.00	8.00	20.00
	811	3.00	3.00	4.00	10.00
	801	3.00	3.00	4.00	10.00
	911	9.00	9.00	12.00	30.00
	851	3.00	3.00	4.00	10.00
	101	3.00	3.00	4.00	10.00
	871	3.00	3.00	4.00	10.00
	<b>TOTAL</b>	30.00 CREDITS	30.00 CREDITS	40.00 CREDITS	100.00
	<b><u>References</u></b>				

# MAGANJO INSTITUTE OF CAREER EDUCATION

## COURSE STRUCTURE : MARKETING AND BUSINESS ADMINISTRATION UNIT TWO

COURSE OBJECTIVES AND OUTCOMES	MODULE/ PAPER	CLASS ROOM ASSIGNMENTS	HOME TAKE ASSESSMENT	UNIT EXAMS	TOTAL CREDITS PER MODULE
		CREDITS	CREDITS	CREDITS	
<p>At the end of this unit, a student is expected to have studied the prescribed modules in this unit and to have done completed all the prescribed assignments and unit exams.</p> <p><u>The objectives of this study unit are:</u></p> <ul style="list-style-type: none"> <li>to introduce the student to the history and science of Marketing and business administration</li> <li>to equip them with student with Marketing and business administration <ul style="list-style-type: none"> <li>techniques</li> </ul> </li> <li>to enable the learner understand and take responsibility for their own learning , career development and rights and responsibilities within the industry</li> <li>to help the student learn how to manage client and staff relations with in the industry</li> <li>to enable the student understand the social and economic environment within which businesses operate</li> </ul> <p><u>The expected outcomes of this course unit are:</u></p> <ul style="list-style-type: none"> <li>The student should be able to define key words and explain key concepts in the prescribed modules</li> <li>The student will be able to understand key factors of business success</li> <li>The student will be able to perform key marketing operations</li> <li>The student will be able to perform key administrative functions</li> </ul>	952	6.00	6.00	8.00	20.00
	812	3.00	3.00	4.00	10.00
	802	3.00	3.00	4.00	10.00
	912	9.00	9.00	12.00	30.00
	852	3.00	3.00	4.00	10.00
	102	3.00	3.00	4.00	10.00
	872	3.00	3.00	4.00	10.00
	<b>TOTAL</b>	30.00 CREDITS	30.00 CREDITS	40.00 CREDITS	100.00
	<b><u>References</u></b>				

# MAGANJO INSTITUTE OF CAREER EDUCATION

## COURSE STRUCTURE : MARKETING AND BUSINESS ADMINISTRATION UNIT THREE

COURSE OBJECTIVES AND OUTCOMES	MODULE/ PAPER	CLASS ROOM ASSIGNMENTS	HOME TAKE ASSESSMENT	UNIT EXAMS	TOTAL CREDITS PER MODULE
		CREDITS	CREDITS	CREDITS	
<p>At the end of this unit, a student is expected to have studied the prescribed modules in this unit and to have done completed all the prescribed assignments and unit exams.</p> <p><u>The objectives of this study unit are:</u></p> <ul style="list-style-type: none"> <li>to introduce the student to the history and science of Marketing and business administration</li> <li>to equip them with student with Marketing and business administration                             <ul style="list-style-type: none"> <li>techniques</li> </ul> </li> <li>to enable the learner understand and take responsibility for their own learning , career development and rights and responsibilities within the industry</li> <li>to help the student learn how to manage client and staff relations with in the industry</li> <li>to enable the student understand the social and economic environment within which businesses operate</li> </ul> <p><u>The expected outcomes of this course unit are:</u></p> <ul style="list-style-type: none"> <li>The student should be able to define key words and explain key concepts in the prescribed modules</li> <li>The student will be able to understand key factors of business success</li> <li>The student will be able to perform key marketing operations</li> <li>The student will be able to perform key administrative functions</li> </ul>	981	3.00	3.00	4.00	10.00
	831	6.00	6.00	8.00	20.00
	121	6.00	6.00	8.00	20.00
	913	9.00	9.00	12.00	30.00
	933	6.00	6.00	8.00	20.00
	<b>TOTAL</b>	30.00 CREDITS	30.00 CREDITS	40.00 CREDITS	100.00
	<b><u>References</u></b>				

# MAGANJO INSTITUTE OF CAREER EDUCATION

## COURSE STRUCTURE : MARKETING AND BUSINESS ADMINISTRATION UNIT FOUR

COURSE OBJECTIVES AND OUTCOMES	MODULE/ PAPER	CLASS ROOM ASSIGNMENTS  CREDITS	HOME TAKE ASSESSMENT  CREDITS	UNIT EXAMS  CREDITS	TOTAL CREDITS PER MODULE
<p>At the end of this unit, a student is expected to have studied the prescribed modules in this unit and to have done completed all the prescribed assignments and unit exams.</p> <p><u>The objectives of this study unit are:</u></p> <ul style="list-style-type: none"> <li>to introduce the student to the history and science of Marketing and business administration</li> <li>to equip them with student with Marketing and business administration <ul style="list-style-type: none"> <li>techniques</li> </ul> </li> <li>to enable the learner understand and take responsibility for their own learning , career development and rights and responsibilities within the industry</li> <li>to help the student learn how to manage client and staff relations with in the industry</li> <li>to enable the student understand the social and economic environment within which businesses operate</li> </ul> <p><u>The expected outcomes of this course unit are:</u></p> <ul style="list-style-type: none"> <li>The student should be able to define key words and explain key concepts in the prescribed modules</li> <li>The student will be able to understand key factors of business success</li> <li>The student will be able to perform key marketing operations</li> <li>The student will be able to perform key administrative functions</li> </ul>	861	6.00	6.00	8.00	20.00
	982	3.00	3.00	4.00	10.00
	961	6.00	6.00	8.00	20.00
	914	9.00	9.00	12.00	30.00
	934	6.00	6.00	8.00	20.00
	<b>TOTAL</b>	30.00 CREDITS	30.00 CREDITS	40.00 CREDITS	100.00
	<b><u>References</u></b>				

# MAGANJO INSTITUTE OF CAREER EDUCATION

## COURSE STRUCTURE : MARKETING AND BUSINESS ADMINISTRATION UNIT FIVE

COURSE OBJECTIVES AND OUTCOMES	MODULE/ PAPER	CLASS ROOM ASSIGNMENTS	HOME TAKE ASSESSMENT	UNIT EXAMS	TOTAL CREDITS PER MODULE
		CREDITS	CREDITS	CREDITS	
<p>At the end of this unit, a student is expected to have studied the prescribed modules in this unit and to have done completed all the prescribed assignments and unit exams.</p> <p><u>The objectives of this study unit are:</u></p> <ul style="list-style-type: none"> <li>to introduce the student to the history and science of Marketing and business administration</li> <li>to equip them with student with Marketing and business administration techniques</li> <li>to enable the learner understand and take responsibility for their own learning , career development and rights and responsibilities within the industry</li> <li>to help the student learn how to manage client and staff relations with in the industry</li> <li>to enable the student understand the social and economic environment within which businesses operate</li> </ul> <p><u>The expected outcomes of this course unit are:</u></p> <ul style="list-style-type: none"> <li>The student should be able to define key words and explain key concepts in the prescribed modules</li> <li>The student will be able to understand key factors of business success</li> <li>The student will be able to perform key marketing operations</li> <li>The student will be able to perform key administrative functions</li> </ul>	881	6.00	6.00	8.00	20.00
	915	6.00	6.00	8.00	20.00
	941	6.00	6.00	8.00	20.00
	131	6.00	6.00	8.00	20.00
	935	6.00	6.00	8.00	20.00
	<b>TOTAL</b>	30.00 CREDITS	30.00 CREDITS	40.00 CREDITS	100.00
	<b><u>References</u></b>				



# MAGANJO INSTITUTE OF CAREER EDUCATION

## COURSE STRUCTURE : MARKETING AND BUSINESS ADMINISTRATION UNIT SIX

COURSE OBJECTIVES AND OUTCOMES	MODULE/ PAPER	CLASS ROOM ASSIGNMENTS	HOME TAKE ASSESSMENT	UNIT EXAMS	TOTAL CREDITS PER MODULE
		CREDITS	CREDITS	CREDITS	
<p>At the end of this unit, a student is expected to have studied the prescribed modules in this unit and to have done completed all the prescribed assignments and unit exams.</p> <p><u>The objectives of this study unit are:</u></p> <ul style="list-style-type: none"> <li>to introduce the student to the history and science of Marketing and business administration</li> <li>to equip them with student with Marketing and business administration techniques</li> <li>to enable the learner understand and take responsibility for their own learning , career development and rights and responsibilities within the industry</li> <li>to help the student learn how to manage client and staff relations with in the industry</li> <li>to enable the student understand the social and economic environment within which businesses operate</li> </ul> <p><u>The expected outcomes of this course unit are:</u></p> <ul style="list-style-type: none"> <li>The student should be able to define key words and explain key concepts in the prescribed modules</li> <li>The student will be able to understand key factors of business success</li> <li>The student will be able to perform key marketing operations</li> <li>The student will be able to perform key administrative functions</li> </ul>	882	3.00	3.00	4.00	10.00
	122	6.00	6.00	8.00	20.00
	942	3.00	3.00	4.00	10.00
	132	6.00	6.00	8.00	20.00
	916	6.00	6.00	8.00	20.00
	936	6.00	6.00	8.00	20.00
	<b>TOTAL</b>	30.00 CREDITS	30.00 CREDITS	40.00 CREDITS	100.00
	<b><u>References</u></b>				

# MAGANJO INSTITUTE OF CAREER EDUCATION

## COURSE STRUCTURE : *MOTOR VEHICLE REPAIR AND WORKSHOP MANAGEMENT* UNIT ONE

COURSE OBJECTIVES AND OUTCOMES	MODULE/ PAPER	CLASS ROOM ASSIGNMENTS	HOME TAKE ASSESSMENT	UNIT EXAMS	TOTAL CREDITS PER MODULE
		CREDITS	CREDITS	CREDITS	
<p>At the end of this unit, a student is expected to have studied the prescribed modules in this unit and to have done completed all the prescribed assignments and unit exams.</p> <ul style="list-style-type: none"> <li>• <a href="#">The objectives of this study unit are:</a></li> <li>• to introduce the student to the history of the auto-mechanic and the Automobile industry</li> <li>• to equip a student with business management concepts and techniques</li> <li>• to enable the learner understand and take responsibility for their own learning , career development and rights and responsibilities within the arena of motor mechanics</li> <li>• to help the student learn how to manage client and staff relations with in the industry</li> <li>• to enable the student understand the political, social and economic environment within which auto-mechanics businesses operate</li> <li>• <a href="#">The expected outcomes of this course unit are;</a></li> <li>• The student should be able to define key words and explain key concepts in the prescribed modules</li> <li>• The student will be able to understand key factors of auto mechanics and workshop management</li> <li>• The student will acquire skills that will enable him do simple and complicated auto repair assignments</li> <li>• The student will be able to perform key management and administrative functions that can enable him contribute to the running of auto repair outfits as proper businesses with the potential to expand and outlive their founders.</li> </ul>					
	621	6.00	6.00	8.00	20.00
	601	6.00	6.00	8.00	20.00
	611	6.00	6.00	8.00	20.00
	631	6.00	6.00	8.00	20.00
	921	6.00	6.00	8.00	20.00
	<b>TOTAL</b>	30.00 CREDITS	30.00 CREDITS	40.00 CREDITS	100.00
	<b><u>References</u></b>				

# MAGANJO INSTITUTE OF CAREER EDUCATION

## COURSE STRUCTURE : *MOTOR VEHICLE REPAIR AND WORKSHOP MANAGEMENT* UNIT TWO

COURSE OBJECTIVES AND OUTCOMES	MODULE/ PAPER	CLASS ROOM ASSIGNMENTS	HOME TAKE ASSESSMENT	UNIT EXAMS	TOTAL CREDITS PER MODULE
		CREDITS	CREDITS	CREDITS	
<p>At the end of this unit, a student is expected to have studied the prescribed modules in this unit and to have done completed all the prescribed assignments and unit exams.</p> <ul style="list-style-type: none"> <li>• <a href="#">The objectives of this study unit are:</a></li> <li>• to introduce the student to the history of the auto-mechanic and the Automobile industry</li> <li>• to equip a student with business management concepts and techniques</li> <li>• to enable the learner understand and take responsibility for their own learning , career development and rights and responsibilities within the arena of motor mechanics</li> <li>• to help the student learn how to manage client and staff relations with in the industry</li> <li>• to enable the student understand the political, social and economic environment within which auto-mechanics businesses operate</li> <li>• <a href="#">The expected outcomes of this course unit are;</a></li> <li>• The student should be able to define key words and explain key concepts in the prescribed modules</li> <li>• The student will be able to understand key factors of auto mechanics and workshop management</li> <li>• The student will acquire skills that will enable him do simple and complicated auto repair assignments</li> <li>• The student will be able to perform key management and administrative functions that can enable him contribute to the running of auto repair outfits as proper businesses with the potential to expand and outlive their founders.</li> </ul>					
	622	6.00	6.00	8.00	20.00
	602	6.00	6.00	8.00	20.00
	612	6.00	6.00	8.00	20.00
	632	6.00	6.00	8.00	20.00
	922	6.00	6.00	8.00	20.00
	<b>TOTAL</b>	30.00 CREDITS	30.00 CREDITS	40.00 CREDITS	100.00
	<b><u>References</u></b>				

# MAGANJO INSTITUTE OF CAREER EDUCATION

## COURSE STRUCTURE : *MOTOR VEHICLE REPAIR AND WORKSHOP MANAGEMENT* UNIT THREE

COURSE OBJECTIVES AND OUTCOMES	MODULE/ PAPER	CLASS ROOM ASSIGNMENTS	HOME TAKE ASSESSMENT	UNIT EXAMS	TOTAL CREDITS PER MODULE
		CREDITS	CREDITS	CREDITS	
<p>At the end of this unit, a student is expected to have studied the prescribed modules in this unit and to have done completed all the prescribed assignments and unit exams.</p> <ul style="list-style-type: none"> <li><a href="#">The objectives of this study unit are:</a></li> <li>to introduce the student to the history of the auto-mechanic and the Automobile industry</li> <li>to equip a student with business management concepts and techniques</li> <li>to enable the learner understand and take responsibility for their own learning , career development and rights and responsibilities within the arena of motor mechanics</li> <li>to help the student learn how to manage client and staff relations with in the industry</li> <li>to enable the student understand the political, social and economic environment within which auto-mechanics businesses operate</li> <li><a href="#">The expected outcomes of this course unit are;</a></li> <li>The student should be able to define key words and explain key concepts in the prescribed modules</li> <li>The student will be able to understand key factors of auto mechanics and workshop management</li> <li>The student will acquire skills that will enable him do simple and complicated auto repair assignments</li> <li>The student will be able to perform key management and administrative functions that can enable him contribute to the running of auto repair outfits as proper businesses with the potential to expand and outlive their founders.</li> </ul>					
	623	6.00	6.00	8.00	20.00
	603	6.00	6.00	8.00	20.00
	613	6.00	6.00	8.00	20.00
	633	6.00	6.00	8.00	20.00
	923	6.00	6.00	8.00	20.00
	<b>TOTAL</b>	30.00 CREDITS	30.00 CREDITS	40.00 CREDITS	100.00
	<b><u>References</u></b>				

# MAGANJO INSTITUTE OF CAREER EDUCATION

## COURSE STRUCTURE : *MOTOR VEHICLE REPAIR AND WORKSHOP MANAGEMENT* UNIT FOUR

COURSE OBJECTIVES AND OUTCOMES	MODULE/ PAPER	CLASS ROOM ASSIGNMENTS	HOME TAKE ASSESSMENT	UNIT EXAMS	TOTAL CREDITS PER MODULE
		CREDITS	CREDITS	CREDITS	
<p>At the end of this unit, a student is expected to have studied the prescribed modules in this unit and to have done completed all the prescribed assignments and unit exams.</p> <ul style="list-style-type: none"> <li>• <a href="#">The objectives of this study unit are:</a></li> <li>• to introduce the student to the history of the auto-mechanic and the Automobile industry</li> <li>• to equip a student with business management concepts and techniques</li> <li>• to enable the learner understand and take responsibility for their own learning , career development and rights and responsibilities within the arena of motor mechanics</li> <li>• to help the student learn how to manage client and staff relations with in the industry</li> <li>• to enable the student understand the political, social and economic environment within which auto-mechanics businesses operate</li> <li>• <a href="#">The expected outcomes of this course unit are;</a></li> <li>• The student should be able to define key words and explain key concepts in the prescribed modules</li> <li>• The student will be able to understand key factors of auto mechanics and workshop management</li> <li>• The student will acquire skills that will enable him do simple and complicated auto repair assignments</li> <li>• The student will be able to perform key management and administrative functions that can enable him contribute to the running of auto repair outfits as proper businesses with the potential to expand and outlive their founders.</li> </ul>					
	951	6.00	6.00	8.00	20.00
	811	6.00	6.00	8.00	20.00
	801	6.00	6.00	8.00	20.00
	924	6.00	6.00	8.00	20.00
	851	6.00	6.00	8.00	20.00
	<b>TOTAL</b>	30.00 CREDITS	30.00 CREDITS	40.00 CREDITS	100.00
	<b><u>References</u></b>				

# MAGANJO INSTITUTE OF CAREER EDUCATION

## COURSE STRUCTURE : *MOTOR VEHICLE REPAIR AND WORKSHOP MANAGEMENT* UNIT FIVE

COURSE OBJECTIVES AND OUTCOMES	MODULE/ PAPER	CLASS ROOM ASSIGNMENTS  CREDITS	HOME TAKE ASSESSMENT  CREDITS	UNIT EXAMS  CREDITS	TOTAL CREDITS PER MODULE
<p>At the end of this unit, a student is expected to have studied the prescribed modules in this unit and to have done completed all the prescribed assignments and unit exams.</p> <ul style="list-style-type: none"> <li>• <a href="#">The objectives of this study unit are;</a></li> <li>• to introduce the student to the history of the auto-mechanic and the Automobile industry</li> <li>• to equip a student with business management concepts and techniques</li> <li>• to enable the learner understand and take responsibility for their own learning , career development and rights and responsibilities within the arena of motor mechanics</li> <li>• to help the student learn how to manage client and staff relations with in the industry</li> <li>• to enable the student understand the political, social and economic environment within which auto-mechanics businesses operate</li> <li>• <a href="#">The expected outcomes of this course unit are;</a></li> <li>• The student should be able to define key words and explain key concepts in the prescribed modules</li> <li>• The student will be able to understand key factors of auto mechanics and workshop management</li> <li>• The student will acquire skills that will enable him do simple and complicated auto repair assignments</li> <li>• The student will be able to perform key management and administrative functions that can enable him contribute to the running of auto repair outfits as proper businesses with the potential to expand and outlive their founders.</li> </ul>	871	3.00	3.00	4.00	10.00
	952	6.00	6.00	8.00	20.00
	881	6.00	6.00	8.00	20.00
	812	6.00	6.00	8.00	20.00
	802	3.00	3.00	4.00	10.00
	925	3.00	3.00	4.00	10.00
	852	3.00	3.00	4.00	10.00
	<b>TOTAL</b>	30.00 CREDITS	30.00 CREDITS	40.00 CREDITS	100.00
	<b><u>PROJECT : RESEARCH PROPOSAL</u></b>				

# MAGANJO INSTITUTE OF CAREER EDUCATION

## COURSE STRUCTURE : *MOTOR VEHICLE REPAIR AND WORKSHOP MANAGEMENT* UNIT SIX

COURSE OBJECTIVES AND OUTCOMES	MODULE/ PAPER	CLASS ROOM ASSIGNMENTS	HOME TAKE ASSESSMENT	UNIT EXAMS	TOTAL CREDITS PER MODULE
		CREDITS	CREDITS	CREDITS	
<p>At the end of this unit, a student is expected to have studied the prescribed modules in this unit and to have done completed all the prescribed assignments and unit exams.</p> <ul style="list-style-type: none"> <li>• <a href="#">The objectives of this study unit are:</a></li> <li>• to introduce the student to the history of the auto-mechanic and the Automobile industry</li> <li>• to equip a student with business management concepts and techniques</li> <li>• to enable the learner understand and take responsibility for their own learning , career development and rights and responsibilities within the arena of motor mechanics</li> <li>• to help the student learn how to manage client and staff relations with in the industry</li> <li>• to enable the student understand the political, social and economic environment within which auto-mechanics businesses operate</li> <li>• <a href="#">The expected outcomes of this course unit are;</a></li> <li>• The student should be able to define key words and explain key concepts in the prescribed modules</li> <li>• The student will be able to understand key factors of auto mechanics and workshop management</li> <li>• The student will acquire skills that will enable him do simple and complicated auto repair assignments</li> <li>• The student will be able to perform key management and administrative functions that can enable him contribute to the running of auto repair outfits as proper businesses with the potential to expand and outlive their founders.</li> </ul>					
	861	6.00	6.00	8.00	20.00
	882	6.00	6.00	8.00	20.00
	831	6.00	6.00	8.00	20.00
	872	6.00	6.00	8.00	20.00
	926	3.00	3.00	4.00	10.00
	981	3.00	3.00	4.00	10.00
	<b>TOTAL</b>	30.00 CREDITS	30.00 CREDITS	40.00 CREDITS	100.00
	<b><u>PROJECT : RESEARCH REPORT</u></b>				

# MAGANJO INSTITUTE OF CAREER EDUCATION

## COURSE STRUCTURE: *PROJECT PLANNING AND LOCAL GOV'T ADMINISTRATION* UNIT ONE

COURSE OBJECTIVES AND OUTCOMES	MODULE/ PAPER	CLASS ROOM ASSIGNMENTS	HOME TAKE ASSESSMENT	UNIT EXAMS	TOTAL CREDITS PER MODULE
		CREDITS	CREDITS	CREDITS	
<p>At the end of this unit, a student is expected to have studied the prescribed modules in this unit and to have done completed all the prescribed assignments and unit exams.</p> <ul style="list-style-type: none"> <li>• <a href="#">The objectives of this study unit are;</a></li> <li>• to introduce the student to the history public administration</li> <li>• to equip them with project planning and management concepts and techniques</li> <li>• to enable the learner understand and take responsibility for their own learning , career development and rights and responsibilities within the arena of public administration</li> <li>• to help the student learn how to manage client and staff relations with in the industry</li> <li>• to enable the student understand the political, social and economic environment within which local governments operate</li> <li>• <a href="#">The expected outcomes of this course unit are;</a></li> <li>• The student should be able to define key words and explain key concepts in the prescribed modules</li> <li>• The student will be able to understand key factors of public administration</li> <li>• The student will be conceptualise ,plan and draft simple project proposals</li> <li>• The student will be able to perform key administrative functions at both project teams and at local government level.</li> </ul>					
	461	9.00	9.00	12.00	30.00
	871	6.00	6.00	8.00	20.00
	141	9.00	9.00	12.00	30.00
	801	6.00	6.00	8.00	20.00
	<b>TOTAL</b>	30.00 CREDITS	30.00 CREDITS	40.00 CREDITS	100.00
	<b><u>References</u></b>				



# MAGANJO INSTITUTE OF CAREER EDUCATION

## COURSE STRUCTURE : *PROJECT PLANNING AND LOCAL GOV'T ADMINISTRATION* UNIT TWO

COURSE OBJECTIVES AND OUTCOMES	MODULE/ PAPER	CLASS ROOM ASSIGNMENTS	HOME TAKE ASSESSMENT	UNIT EXAMS	TOTAL CREDITS PER MODULE
		CREDITS	CREDITS	CREDITS	
<p>At the end of this unit, a student is expected to have studied the prescribed modules in this unit and to have done completed all the prescribed assignments and unit exams.</p> <ul style="list-style-type: none"> <li><a href="#">The objectives of this study unit are:</a></li> <li>to introduce the student to the history public administration</li> <li>to equip them with project planning and management concepts and techniques</li> <li>to enable the learner understand and take responsibility for their own learning , career development and rights and responsibilities within the arena of public administration</li> <li>to help the student learn how to manage client and staff relations with in the industry</li> <li>to enable the student understand the political, social and economic environment within which local governments operate</li> <li><a href="#">The expected outcomes of this course unit are;</a></li> <li>The student should be able to define key words and explain key concepts in the prescribed modules</li> <li>The student will be able to understand key factors of public administration</li> <li>The student will be conceptualise ,plan and draft simple project proposals</li> <li>The student will be able to perform key administrative functions at both project teams and at local government level.</li> </ul>	<b>462</b>	<b>6.00</b>	<b>6.00</b>	<b>8.00</b>	<b>20.00</b>
	872	3.00	3.00	4.00	10.00
	142	6.00	6.00	8.00	20.00
	802	3.00	3.00	4.00	10.00
	411	6.00	6.00	8.00	20.00
	851	6.00	6.00	8.00	20.00
	<b>TOTAL</b>	30.00 CREDITS	30.00 CREDITS	40.00 CREDITS	100.00
	<b><u>References</u></b>				

# MAGANJO INSTITUTE OF CAREER EDUCATION

## COURSE STRUCTURE : *PROJECT PLANNING AND LOCAL GOV'T ADMINISTRATION* UNIT THREE

COURSE OBJECTIVES AND OUTCOMES	MODULE/ PAPER	CLASS ROOM ASSIGNMENTS  CREDITS	HOME TAKE ASSESSMENT  CREDITS	UNIT EXAMS  CREDITS	TOTAL CREDITS PER MODULE
<p>At the end of this unit, a student is expected to have studied the prescribed modules in this unit and to have done completed all the prescribed assignments and unit exams.</p> <ul style="list-style-type: none"> <li>The objectives of this study unit are:</li> <li>to introduce the student to the history public administration</li> <li>to equip them with project planning and management concepts and techniques</li> <li>to enable the learner understand and take responsibility for their own learning , career development and rights and responsibilities within the arena of public administration</li> <li>to help the student learn how to manage client and staff relations with in the industry</li> <li>to enable the student understand the political, social and economic environment within which local governments operate</li> <li>The expected outcomes of this course unit are;</li> <li>The student should be able to define key words and explain key concepts in the prescribed modules</li> <li>The student will be able to understand key factors of public administration</li> <li>The student will be conceptualise ,plan and draft simple project proposals</li> <li>The student will be able to perform key administrative functions at both project teams and at local government level.</li> </ul>	591	6.00	6.00	8.00	20.00
	451	6.00	6.00	8.00	20.00
	852	6.00	6.00	8.00	20.00
	951	6.00	6.00	8.00	20.00
	421	6.00	6.00	8.00	20.00
	<b>PROJECT:</b>	<b>DRAFTING A SOUND PROJECT PROPOSAL</b>			
	<b>TOTAL</b>	30.00 CREDITS	30.00 CREDITS	40.00 CREDITS	100.00
	<b><u>References</u></b>				

# MAGANJO INSTITUTE OF CAREER EDUCATION

## COURSE STRUCTURE : *PROJECT PLANNING AND LOCAL GOV'T ADMINISTRATION* UNIT FOUR

COURSE OBJECTIVES AND OUTCOMES	MODULE/ PAPER	CLASS ROOM ASSIGNMENTS  CREDITS	HOME TAKE ASSESSMENT  CREDITS	UNIT EXAMS  CREDITS	TOTAL CREDITS PER MODULE
<p>At the end of this unit, a student is expected to have studied the prescribed modules in this unit and to have done completed all the prescribed assignments and unit exams.</p> <ul style="list-style-type: none"> <li><a href="#">The objectives of this study unit are:</a></li> <li>to introduce the student to the history public administration</li> <li>to equip them with project planning and management concepts and techniques</li> <li>to enable the learner understand and take responsibility for their own learning , career development and rights and responsibilities within the arena of public administration</li> <li>to help the student learn how to manage client and staff relations with in the industry</li> <li>to enable the student understand the political, social and economic environment within which local governments operate</li> <li><a href="#">The expected outcomes of this course unit are:</a></li> <li>The student should be able to define key words and explain key concepts in the prescribed modules</li> <li>The student will be able to understand key factors of public administration</li> <li>The student will be conceptualise ,plan and draft simple project proposals</li> <li>The student will be able to perform key administrative functions at both project teams and at local government level.</li> </ul>	<b>592</b>	<b>12.00</b>	<b>12.00</b>	<b>16.00</b>	<b>40.00</b>
	881	3.00	3.00	4.00	10.00
	952	3.00	3.00	4.00	10.00
	861	3.00	3.00	4.00	10.00
	441	9.00	9.00	12.00	30.00
	PROJECT:	DRAFTING SAMPLE LOCAL GOV'T BUDGET			
	<b>TOTAL</b>	30.00 CREDITS	30.00 CREDITS	40.00 CREDITS	100.00
	<b><u>References</u></b>				

# MAGANJO INSTITUTE OF CAREER EDUCATION

## COURSE STRUCTURE : *PROJECT PLANNING AND LOCAL GOV'T ADMINISTRATION* UNIT FIVE

COURSE OBJECTIVES AND OUTCOMES	MODULE/ PAPER	CLASS ROOM ASSIGNMENTS	HOME TAKE ASSESSMENT	UNIT EXAMS	TOTAL CREDITS PER MODULE
		CREDITS	CREDITS	CREDITS	
<p>At the end of this unit, a student is expected to have studied the prescribed modules in this unit and to have done completed all the prescribed assignments and unit exams.</p> <ul style="list-style-type: none"> <li>• <i>The objectives of this study unit are:</i></li> <li>• to introduce the student to the history public administration</li> <li>• to equip them with project planning and management concepts and techniques</li> <li>• to enable the learner understand and take responsibility for their own learning , career development and rights and responsibilities within the arena of public administration</li> <li>• to help the student learn how to manage client and staff relations with in the industry</li> <li>• to enable the student understand the political, social and economic environment within which local governments operate</li> <li>• <i>The expected outcomes of this course unit are:</i></li> <li>• The student should be able to define key words and explain key concepts in the prescribed modules</li> <li>• The student will be able to understand key factors of public administration</li> <li>• The student will be conceptualise ,plan and draft simple project proposals</li> <li>• The student will be able to perform key administrative functions at both project teams and at local government level.</li> </ul>					
	422	12.00	12.00	16.00	40.00
	862	6.00	6.00	8.00	20.00
	442	12.00	12.00	16.00	40.00
	PROJECT:	DRAFTING SAMPLE <i>SECTORAL DEV'T PLAN</i>			
	<b>TOTAL</b>	30.00 CREDITS	30.00 CREDITS	40.00 CREDITS	100.00
	<b><u>References</u></b>				

# MAGANJO INSTITUTE OF CAREER EDUCATION

## COURSE STRUCTURE: *PROJECT PLANNING AND LOCAL GOV'T ADMINISTRATION* UNIT SIX

COURSE OBJECTIVES AND OUTCOMES	MODULE/ PAPER	CLASS ROOM ASSIGNMENTS	HOME TAKE ASSESSMENT	UNIT EXAMS	TOTAL CREDITS PER MODULE
		CREDITS	CREDITS	CREDITS	
<p>At the end of this unit, a student is expected to have studied the prescribed modules in this unit and to have done completed all the prescribed assignments and unit exams.</p> <ul style="list-style-type: none"> <li>The objectives of this study unit are;</li> <li>to introduce the student to the history public administration</li> <li>to equip them with project planning and management concepts and techniques</li> <li>to enable the learner understand and take responsibility for their own learning , career development and rights and responsibilities within the arena of public administration</li> <li>to help the student learn how to manage client and staff relations with in the industry</li> <li>to enable the student understand the political, social and economic environment within which local governments operate</li> <li>The expected outcomes of this course unit are;</li> <li>The student should be able to define key words and explain key concepts in the prescribed modules</li> <li>The student will be able to understand key factors of public administration</li> <li>The student will be conceptualise ,plan and draft simple project proposals</li> <li>The student will be able to perform key administrative functions at both project teams and at local government level.</li> </ul>					
	201	12.00	12.00	16.00	40.00
	882	6.00	6.00	8.00	20.00
	452	12.00	12.00	16.00	40.00
	PROJECT:	DRAFTING SAMPLES OF ; 1. Committee meeting agenda and minutes 2. Notice of meeting 3. A.V.A for meetings			
	TOTAL	30.00 CREDITS	30.00 CREDITS	40.00 CREDITS	100.00
	<u>References</u>				

## MODULE 461 PLANNING APPROACH

### Brief description

This is an introductory module covering underlying concepts planning focus is put upon helping a student understand i.e. projects and instruments for development, steps of project cycle ,guideline for project prioritization, the situation analysis, the needs assessment, project proposal and procedure of writing a project.

### Module objectives.

By the end of this module students should be able to:

- Show Understand of projects and instruments for development.
- Describe the steps of project cycle
- State and define the guideline for project prioritization
- Explain the situation analysis and three general approaches to situational analysis.
- Demonstrate applicability of Computer processing techniques in data processing
- Prepare a needs assessment
- Understand project proposal and procedure of writing a project

### Sub-modules 742 A

#### Project planning

6hrs

- What is a project?
- Type of projects
- Project instruments of development
- Importance of projects
- The project cycle (the six steps)
- How project ideas originate
- Guidelines for projects prioritization <sup>1</sup>

### Sub-modules 742 A

#### Steps to project write up

6hrs

- The situation analysis
- Three general approaches to situational analysis
- Any case study (illustration)

- The needs assessment (definition)
- Types of human needs
- Sources of answers in needs survey
- Advantages of needs assessment
- The project proposal
- Types of projects
- Issues when writing a project

### **Mode of delivery**

Lecture (12 LHRS)

### **Ways of assessment**

Coursework's and tests	60%
Exams	40%

### **Key reading list**

Reference and text material will include the following among others.

**Barron's Management book fourth edition, Authors: Patrick J. montana and Bruce H. Charnov Dalziel, Murray, and Stephen C. Schoonover. "Changing Ways: A Practical Tool for Implementing Change Within Organizations." New York: Amacom/American Management Association, 1988.**

# **MODULE 462 Planning APPROACH**

## **Brief description**

Planning approach is guided setting of specific period of time when, how, where for whom resources should be allocated to achieve goals and objectives of a given entity. This module focus on providing the necessary skills and knowledge of preparing a project write up, format of writing a project proposal, what should be included and not. it should be clear, straight to the objective, specific on strategies of implementation in order to attract required funds.

## **Module objectives**

By the end of this module students should be able to:

- Describe the the steps for preparing a project proposal.
- Identify the importance of preparing a project write up.
- Explain the relationship between work plan and strategies of implementation
- Write a project proposal on a topic of his or her own choice.

## **Format of writing a project proposal**

**10 hrs**

- Executive summary
- Ground
- Problems and needs
- Benefits and beneficiaries
- Goals/aims
- General objectives
- Specific objectives
- Justification
- Output/benefits
- Activities
- Work plan
- Strategies for implementation
- Inputs
- Budget



**Mode of delivery**

Lecture ( 10 LHRs)

**Ways of assessment**

Coursework's and tests 60%

Exams 40%

**Key reading list**

Reference and text material will include the following among others.

1. Luther, D.B. 1995. Put Strategic Planning To Work. Association Management. 47(1): 73-77.
2. Sanderson, H. and Smull, M. 2005. *Essential Lifestyle Planning for Everyone*. Helen Sanderson Associates, London.

# MODULE 961 Cost Accounting

## Brief description

Cost accounting is an introductory course covering, Purchasing Procedure & Issue of Materials, The Elements of Cost & Cost Statements, Store Keeping and Stock Control, The Scope of Cost Accounting, Methods of Valuing Material Issues. It is paramount for the introductory part of the module to be clearly understood by the learner because it captures the basic concepts of course.

## Course Objectives

The purpose of this module is basically to introduce to cost accounting, by the end of this module he is expected to:

- Demonstrate his ability in defining the scope and elements of cost accounting.
- Understand the main aspects of Procedure & Issue Of materials.
- Understand the underlying facts that influence Store Keeping and Stock Control
- Identify the Methods of Valuing Material Issues

### Sub-modules 961 A

#### Introduction

**2 HRS**

- Definition of cost accounting
- Costing and cost accounting compared
- Purpose of cost accounting
- Cost accumulation

### Sub-modules 961 B

#### Purchasing Procedure & Issue of Materials

**3 HRS**

- Material
- material control system
- Procedure for receipt and inspection of materials etc
- Issue of materials
- Transfer of materials

### Sub-modules 961 C

#### The Elements Of Cost & Cost Statements

**3 HRS**

- Definition of a cost

- Elements of cost
- Classification of costs
- Basic terms i.e. cost units, cost centre of profit centre
- Transfer costing
- Definition of labour cost
- Labour turn over

**Sub-modules 961 D**

**Store Keeping And Stock Control**

**2HRS**

- Definition of store keeping
- Features of an effective and good store
- Types of stores
- Material coding
- Stores records
- Stores control

**Sub-modules 961 E**

**The Scope Of Cost Accounting**

**5 HRS**

- Cost ascertainment
- Costing methods
- costing techniques
- costing systems

**Sub-modules 961 F**

**Methods of Valuing Material Issues**

**5 HRS**

- First in first out (FIFO)
- Last in first out (LIFO)
- Simple average
- Weighted average
- Standard price
- Effects of methods of valuing stock on net profit
- Allocation of material cost
  - Job evaluation
  - Merit rating
  - Methods of computing wages
  - Wages control

**Mode of delivery**

Lecture (16 LHS)

Tutorials ( 04 HRS)

**Ways of assessment**

Coursework's and tests 60%

Exams **40%**

**Key reading list**

Reference and text material will include the following among others.

1. Business accounting (frank wood
2. Accounting simplified (N.A Salemi)
3. Accounting principles (Edwards

# MODULE 962 Cost Accounting

## Brief description

In this module we review the Allocation and Apportionment of Overheads, Marginal Costing and Absorption Costing, Budget and Budgetary Control, Process Costing. This basically deals with allocation of resource and costs incurred by a firm.

## Course objectives

The module focuses on helping the student understand how available resources of a firm can optimally be allocated and various costs that might be involved in the course of carrying out business. By the end the student is expected to be in position of.

- Identifying the various bases of allocation of overheads costs
- Understand categories of marginal and absorption costs, how they apply in accounting
- Explain how budget and budgetary controls are applicable and advantageous in cost accounting.
- Illustrate Job and process costing .

<b>Sub-modules 962 A</b>	<b>Allocation And Apportionment of Overheads.</b> <ul style="list-style-type: none"><li>- Definition</li><li>- Classification</li><li>- Overhead absorption methods</li><li>- Over head allotment</li><li>- Allocation of apportionment of overheads</li><li>- Bases of Apportionments</li><li>- Overhead analysis sheet</li></ul>	<b>5hrs</b>
<b>Sub-modules 962 B</b>	<b>Marginal Costing and Absorption Costing</b> <ul style="list-style-type: none"><li>- Marginal costing</li><li>- Contribution/ sales ratio</li><li>-Absorption costing</li><li>-Absorption costing versus marginal costing</li></ul>	<b>5hrs</b>
<b>Sub-modules 962 C</b>	<b>Standard Costing</b> <ul style="list-style-type: none"><li>- Definition of standard costing</li><li>- The use of standards</li></ul>	<b>4 hrs</b>

<b>Sub-modules 962 D</b>	<ul style="list-style-type: none"> <li>- Variance analysis</li> <li>(i) Purpose of variance analysis</li> <li>(ii) Structure of variances</li> </ul> <p><b>Absorption of Overheads</b></p> <ul style="list-style-type: none"> <li>- Definition of absorption of overheads</li> <li>- Factor job costing</li> <li>- Choosing the absorption methods</li> <li>- Application of absorption rates</li> <li>- Under and over absorption</li> </ul>	<b>3hrs</b>
<b>Sub-modules 962 E</b>	<p><b>Budget And Budgetary Control</b></p> <ul style="list-style-type: none"> <li>- Definition of budget</li> <li>- Advantage of a budget</li> <li>- Budgetary control</li> <li>- Budget manual and periods</li> <li>- Key factors</li> <li>- Types of budgets</li> <li>- Budgetary control and standard costing</li> <li>- Setting standards</li> </ul>	<b>5 hrs</b>
<b>Sub-modules 962 F</b>	<p><b>JOB COSTING</b></p> <ul style="list-style-type: none"> <li>- Content costing</li> </ul> <p><b>Process Costing</b></p> <ul style="list-style-type: none"> <li>- Element of process cost</li> <li>- Process loss, scrap and waste</li> <li>- Preparation of process cost accounts</li> <li>- Work in progress i.e. equivalent units</li> <li>- Input material and material introduced</li> <li>- Valuation of opening work in progress</li> <li>- Joint products and by products</li> <li>- Types of standards</li> <li>- Advantages and disadvantages of standard costing</li> </ul>	<b>6 hrs</b>

**Mode of delivery**

Lecture (**20 HRS**)

Tutorials (**08 HRS**)

**Ways of assessment**

Coursework's and tests 60%

Exams 40%

**KEY READING LIST**

Reference and text material will include the following among others.

1. Business accounting (frank wood
2. Accounting simplified (N.A Salemi)
3. Accounting principles (Edwards

# MODULE 141 ADMINISTRATIVE LAW

## Brief description

This is an introductory module covering basic concepts of administrative law, source and issue addressed by administrative law, administrative authorities, role of public service departments in relation to administrative law.

## Module objectives

By the end of this module students should be able to:

- Show understanding of the basic concepts of administrative law
- Identify sources and issue addressed by administrative law
- Explain how role of public service departments in relation to administrative law
- Identify the role of administrative authorities in administering the law.

### Sub-modules 141 A

#### Definitions

5 hrs

- Basic concepts
- Purposes of administrative law
- Sources of administrative law
- Issues handled by administrative law
- Administrative authorities
- Doctrine of ministerial responsibility

### Sub-modules 141 B

#### role of public service

5 hrs

- Civil service
- Local government
- police
- Public corporation.
- Judicial control of administrative powers separation of powers



- Doctrine of ultra – vires.

**Mode of delivery**

Lecture (10 **LHRS**)

**Ways of assessment**

Coursework's and tests	60%
Exams	40%

**Key reading list**

Reference and text material will include the following among others.

1. Davis, Kenneth Culp (1975). *Administrative Law and Government*. St. Paul, MN: West Publishing.
2. Lecture notes, Administrative law.

# MODULE 142 ADMINISTRATIVE LAW

## Brief description

In this module we review concepts and terms used in defining administrative law in relation to public administration. It looks at Appeal of review, Habeaus corpus, Natural justice, the rule of law

## Module objectives

The students should be able to understand the key concepts in administrative law and also be in position to demonstrate how they are applicable in public administration.

### **Sub-modules 142 A Appeal of review 3 HRS**

- Limit of discretion
- Motive of good faith.
- Jurisdiction.

### **Sub-modules 142 B Habeaus corpus 3 HRS**

- Certiorari.
- Declaration
- Prohibition
- Mandamus
- Injunction

### **Sub-modules 142 C Natural justice 3 HRS**

- Domestic tribunal.
- Human rights
- The ombudsman

### **Sub-modules 142 D The rule of law 3 HRS**

- The principle of legality
- Legislative assembly.

**Mode of delivery**

Lecture (12 LHRS)

**Ways of assessment**

Coursework's and tests 60%

Exams 40%

**Key reading list**

Reference and text material will include the following among others

3. Davis, Kenneth Culp (1975). *Administrative Law and Government*. St. Paul, MN: West Publishing.

4. Lecture notes, Administrative law.

# MODULE 871 BUSINESS COMMUNICATIONS

## Brief description

The main focus of this module is to prepare a student acquire professional skills to effectively and fluently deal and communicate with employers, employees, customers / clients. Priority is given to learning of importance, process, objective and barriers of communication; also emphasis is put upon learning how to prepare business letters

## Module objectives

By the end of this module students should be able to:

- Identify the importance and objectives of communication
- Explain the process of communication and barriers involved
- Write a sample business letters

## Sub-modules 871 A

### Introduction

4hrs

- Importance of communication
- Process of communication
- Objectives of communication
- Barriers to communication
- Measures to communication barriers

## Sub-modules 871 B

### Business Letters

4hrs

- Application letters
  - Recommendation letters
- Internal Memo, Circular

## Mode of delivery

Lecture ( 8 LHRS)

## Ways of assessment

Coursework's and tests

60%

Exams

40%

## Key reading list

Reference and text material will include the following among others.

- BUSINESS COMMUNICATION AND REPORT WRITING \ N.A SALEEMI

- 
- DEVELOPING WRITING SKILLS: BY WILLIAM WEST STEPHEN .D.BAILEY

# MODULE 872 BUSINESS COMMUNICATIONS

## Brief description

Introduces students to business communications concepts, purposes, techniques of interviews , importance of communication and barriers involved, advertisement type and it importance, office environment and information technology, together with functional writing.

## Course objectives

On completion of this module the student should be able to:

- Show understanding of purposes and techniques of interviews.
- Explain the importance of communication and barriers involved
- Identify types advertisement and it importance
- Understand what entails office environment and role information technology
- Explain what are functional writings and their role business communication.

## Sub-modules 872 A

### INTERVIEWS

**6hrs**

- Definition
- Purpose of interviews
- Interviewing techniques
- Preparing for interviews by:
  - (a) Interviewer
  - (b) interviewee
- Problems associated with interviews
- Objectives of communication
- Barriers to communication
- Solutions to communication barriers.
- Importance of advertisement to an organization

<b>Sub-modules 872 B</b>	<b>ADVERTISEMENT</b> <ul style="list-style-type: none"> <li>- Definition</li> <li>- Difference advertisement from publicity</li> <li>- Types of advertisement</li> <li>- Importance of advertisement</li> </ul>	<b>2hrs</b>
<b>Sub-modules 872 C</b>	<b>OFFICE</b> <ul style="list-style-type: none"> <li>- Purpose</li> <li>- Office environment and lay out</li> <li>- Office automation</li> <li>- Information technology</li> </ul>	<b>2hrs</b>
<b>Sub-modules 872 D</b>	<b>FUNCTIONAL WRITING</b> <ul style="list-style-type: none"> <li>- Speech writing</li> <li>- Minute writing</li> <li>- Report writing</li> </ul>	<b>4hrs</b>

### **Mode of delivery**

Lecture ( 14 LHRS)

### **Ways of assessment**

Coursework's and tests

60%

Exams

40%

**Key reading list**

Reference and text material will include the following among others.

- Business Communication simplified by Saleemi N.A
- Business English by Saleemi N
- Developing writing skills by W. West, D. Bailey and L. Wood

# MODULE 591 COMMITTEE PROCEDURES AND STANDING ORDERS

## Brief description

This is an introductory module covering Committee Procedures And Standing Orders observed in the parliament of Uganda .they comprise of guidelines, important definitions and roles of committees, plenary powers and agenda among other responsibilities

## Module objectives

By the end of this module students should be able to:

- Show understanding of important definitions
- Identify Essentials of committee cycle
- Discuss the guidelines to be maintain for committee proceedings
- Explain what is meant by plenary powers agenda
- Identify the role of administrative authorizes in administering the law.

## MODULE CONTENT

1. Introduction
2. Important definitions
3. Essentials of committee cycle
4. Officers report s
5. Pre-meeting preparation

## 18 HRS

6. Assembly of the committee
7. Register of attendance of members
8. Proceedings of the committee meeting
9. Adjourned meeting of the committee
10. Plenary powers agenda.

## Mode of delivery

Lecture ( 18 LHRS)

## Ways of assessment

Coursework's and tests	60%
Exams	40%

## Key reading list

Reference and text material will include the following among others.

- Parliament of Uganda committee procedures
- RULES OF procedures\_8<sup>th</sup> parliament of Uganda 2006



# **COMMITTEE PROCEDURES AND STANDING ORDERS 592**

## **Descriptive notes**

Introduces students to the steps of preparing/drafting committee minutes, agenda and practical demonstration of simulated committee meetings.

## **Module objectives**

At the end of this module a student is expected to have mastered the concepts, terminologies of drafting minutes and Practical demonstration of simulated committee meetings

## **Module Content**

**10 hrs**

1. Drafting a sample of minutes
2. Drafting a sample of the agenda
3. Drafting notices of agenda
4. Audio visual aids (AVA)
5. Practical demonstration of simulated committee meetings

## **Mode of delivery**

Lecture ( 10 LHRs)

## **Ways of assessment**

Coursework's and tests	60%
Exams	40%

## **Key reading list**

Reference and text material will include the following among others.

- Parliament of Uganda committee procedures
- RULES OF procedures\_8<sup>th</sup> parliament of Uganda 2006

# MODULE 421 DEVELOPMENT PLANNING

## Brief description

The module undertake review of concepts and development planning related issues as an attempt to address poverty and initiate development ,social change among local communities . From this point of view ,the module explores ,The policy frame work, The project concept, The concept of development guidelines for conceptualizing development projects together with Poverty reduction and integrated development

## Module objectives

By the end of the module a student should be able to:

- Show understanding of policy framework and project concept.
- Explain the concept of development guidelines for conceptualizing development projects.
- Discuss major prerequisites for development
- State guidelines along which projects leading to development are conceived
- Show the relationships between Poverty reduction and integrated development
- Elaborate on strategies to poverty reduction in Uganda.

## CONTENT

### Sub-modules 421 A

#### Definitions

- The policy frame work
- The project concept

### Sub-modules 421 B

#### The concept of development guidelines for conceptualizing development projects.

- Definition and scope of development
- The major prerequisites for development
- Major guidelines along which projects leading to development are conceived
- How to understand development focus on Uganda.

### Sub-modules 421 C

#### Poverty reduction and integrated development

- Definition of poverty
- Causes of poverty
- Major effects of poverty
- Strategy for poverty reduction and elimination

- Poverty alleviation and reduction in Uganda
- Poverty.

**Mode of delivery**

Lecture ( 10 LHRS)

**Ways of assessment**

Coursework's and tests	60%
Exams	40%

Key reading list

Reference and text material will include the following among others.

Walpole, R.E (1982). Introduction to Statistics, London, Collier Macmillan Ltd.

Lyman, R.O and Longneck, M (2001). An introduction to statistical methods and data analysis, 5<sup>th</sup> Edition, 511 Forest Lodge Road, Pacific Grove, CA 93950 USA, Wadsworth Group.

## **MODULE 422 DEVELOPMENT PLANNING**

### **Brief description**

Development is both theoretical and practical in nature; to cause positive impact in peoples' lives and communities which can be defined as development in the lady mans language. Such a step requires practical application of plans and strategies among communities which would surmount improvement in the quality of life and quantity of goods and services available to the people. Therefore these module emphasizes on impartation of skill for preparing and anlysing development plan on regional and sectoral level.

### **Module objectives**

By the end of this module a student should be able to:

- Show understanding basic concepts of development and planning and the relationship which exists between the two
- Prepare a development plan on a particular subject of his or her own choice.

### **CONTENT**

Drafting and analyzing development plans on regional or sectoral basis

**8 hrs**

### **Mode of delivery**

Lecture (**8** LHRS)

### **Ways of assessment**

Coursework's and tests	60%
Exams	40%

### **Key reading list**

Reference and text material will include the following among others.

1. Manuals on development planning

# MODULE 451 MANAGEMENT AND ORGANISATION METHODS

## Brief description

This module Introduces student's project environment/ practical application of skills in managing the affairs and activities of a project. Further explored are the concepts of management, roles of the project manager, organizational structure and culture, managing people in a project organization, managing conflicts and project appraisal.

## Module objectives.

By the end of this module students should be able to:

- Demonstrate Understanding of project environment and the concept of management.
- Explain what entails a project framework
- Identify the roles of a project manager.
- Elaborate on organization culture and structure.
- Show Understanding of skills for managing people and conflict in an organization.
- Elucidate the usefulness of project appraisal.

## Sub-modules 451 A

### Project management

5 hrs

- The project environment
- The project frame work
- The concept of management.
- The roles of the project manager.

## Sub-modules 451 B

### Organizational structure

5 hrs

- Organization culture and structure.
- Organization charting or "organ gram"
- Managing people in project organization
- Managing conflict
- Project appraisal.

## Mode of delivery

Lecture ( 10 LHRS)

## Ways of assessment

Coursework's and tests  
Exams

60%

40%

## Key reading list

Reference and text material will include the following among others.

1. Prepared manuals on management and organizational methods.

## MODULE 452 MANAGEMENT AND ORGANISATION METHODS

This module reviews the skills of management and organizational methods meant to be head light for organizations and businesses on how to relate at work place and achieve the implementation projects, as well as set goals and objectives. Further the module looks at sequence of implementation planning, Techniques of network analysis, the project implementation process, Project monitoring systems And others.

### Module objectives:

By the end of this module a student should be able to:

- Explain the sequence of implementation planning
- Show understanding of concepts and terminologies used in management and organization
- Demonstrate how project implementation process monitoring, critical path analysis, budgeting chart can be carried out.
- What it takes to commission and control a project until termination stage.
- Write a sample project report on activities and achievements

### Content

**28 hrs**

The sequence of implementation planning  
The project frame work  
The logical sequence  
Techniques of network analysis  
Procurement strategy and planning  
Contracts administration.  
The project implementation process  
Project monitoring systems  
Critical path analysis  
Organizational Responsibility chart  
Budgeting  
Project commissioning and control  
Project termination. Drawing lessons

Project Reports/Reporting.

Brief discussion on:

1. The society and its environment,
2. Sociology,
3. Social change, social class, social Darwinism, social psychology, social Stratification, social sciences, social security, social work and socialization.

### **Mode of delivery**

Lecture ( 18 LHRS)

Tutorials (10 THRs)

### **Ways of assessment**

Coursework's and tests 60%

Exams 40%

### **Key reading list**

Reference and text material will include the following among others.

- 1 Prepared manuals on Management and Organization methods.

# MODULE 101 PRINCIPLES OF SELLING

## Brief description

This is an introductory module comprising of Definition of selling and its importance, finding a prospect, determining important buying needs using the L-O-C-A-T-E Approach, Buyers' perceptions, personality, Stages of buyer's decision.

## Course objectives

By the end of the module the student should be able to;

Define selling and its importance

Show an understanding of factors that determine important buying needs using the L-O-C-A-T-E approach.

Describe the buyers' perceptions.

Show understanding of stages involved in making buyer's decision.

### Sub-modules 101 A

Definition of selling and its importance **4hrs**

- Social, ethical and legal issues in selling
- The philosophy of selling
- Why people buy (the black box approach)
- Psychological influence on buying
- Motivation to buy value for money
- Awareness and knowing your product.

### Sub-modules 101 B

Finding a prospect **4hrs**

- Selecting a presentation method
- Dealing with customers objections
- Approach to buyer need satisfaction
- Product's features (so what)
- Product advantages (prove it)
- Product benefits (what is in it for me?)
- Order of presentation (FAB) feature, advantage and benefit



**Sub-modules 101C** Determining important buying need using the L-O-C-A-T-E **4hrs**

Approach

- Fear
- Vanity (to be noticed. Fit in the group)
- Desire for gain
- Security
- Love to family
- Personal pleasure
- Desire to succeed
- Comfort or luxury
- Self preservation
- Prevention of low
- Desire for increased savings

**Sub-modules 101 D**

Buyers' perceptions

**2hrs**

- Buyer's Appealing to the five senses to relay information
- Selective exposure
- Selective retention
- Buyer's misperceptions

**Sub-modules 101 E**

personality

**4hrs**

- The four images of a buyer
  - o Real life
  - o Self image
  - o Ideal self
  - o Looking glass self
- The 4 personalities of the buyer
- The feeling type
- The sensing type
- The thinking type

- The intuiting type
- Classifying buying decisions
  - o Routine
  - o Limited
  - o Extensive

## **Sub-modules 101 F**

### **Stages of buyer decision**

**4hrs**

- Need arousal
- Collection of information
- Information evaluation
- Purchase decision
- Post purchase
- To buy or not to buy (a choice decision)
- The selling process

## **Mode of delivery**

Lecture ( 18 LHRS)

Tutorials ( 04 HRS)

## **Ways of assessment**

Coursework's and tests 60%

Exams 40%

## **Key reading list**

Reference and text material will include the following among others.

- Fundamentals of selling 4<sup>th</sup> edition , Charles Futrell
- Just sell it, selling skills for small business owners Business studies edition Ted Tate

# MODULE 102 PRINCIPLES OF SELLING

## Brief description

This module highlights the skills and techniques vital for a sales person to acquire, for better performance in conducting business. Covered under this module are, sales communication process, Sales person knowledge on product pricing, ten steps of the selling process, Sales presentation methods, the approach to selling, long term strategy

## Objectives

By the end of this module the student should be able to:

- Show understanding of sales communication process and the flow which exists between a sale and a buyer.
- Understanding sales person knowledge on product pricing is an important element in achieving success of product promotion and distribution.
- Describe the ten steps that guide the selling process.
- Demonstrate understanding of sales presentation methods, the approach to selling
- Explain the long term strategy and prospects and how they can be achieved

### Sub-modules 102 A

#### Sales person to buyer

2hrs

Communication process

- Concept of space
- Body language
- Listening clues
- Feed back
- Empathy
- Proof statements

### Sub-modules 102 B

#### Sales person knowledge

2hrs

- Sources of sales knowledge
- Why the knowledge?
- Know your product
- Product pricing, promotion, distribution
- Creative pricing
- Credit control

<b>Sub-modules 102 C</b>	<b>The ten steps of the selling process 3hrs</b> <ul style="list-style-type: none"> <li>- Preparation before presentation</li> <li>- Prospecting and prospects</li> <li>- Prospecting strategy/ methods</li> <li>- Obtaining appointment</li> <li>- The prospects mental steps</li> </ul>
<b>Sub-modules 102 D</b>	<b>Sales presentation methods 3hrs</b> <ul style="list-style-type: none"> <li>- The memorized method</li> <li>- The formula presentation method</li> <li>- The problem-solution presentation method</li> <li>- The group presentation</li> <li>➤ The purpose of presentation</li> <li>- 3 essential steps of presentation</li> <li>- Demonstrations</li> <li>- Participation</li> </ul>
<b>Sub-modules 102 E</b>	<b>The approach 2hrs</b> <ul style="list-style-type: none"> <li>- 1<sup>st</sup> impression</li> <li>- Situation approach</li> <li>- Opening with statements</li> <li>- Opening with questions</li> <li>- Small talk for warm up</li> <li>- Demonstration</li> </ul>
<b>Sub-modules 102 F</b>	<b>Objections 3hrs</b> <ul style="list-style-type: none"> <li>- Definition</li> <li>- Handling</li> <li>- Objections and sales process</li> <li>- Planning for objections</li> <li>- Types of objections</li> <li>- Techniques for meeting objections</li> <li>- Discussing com.....</li> <li>- What next after .....</li> </ul>
<b>Sub-modules 102 G</b>	<b>Closing the sale 2hrs</b> <ul style="list-style-type: none"> <li>- Handling difficulties</li> <li>- Trial close</li> </ul>

## **Sub-modules 102 H**

- Closing under fire
- The sell sequence
- Reading, buying signals

### **Long term strategy**

- Follow up services
- Account penetration
- Handling complaining
- Returned goods
- Professional reputation

**2hrs**

## **Mode of delivery**

Lecture ( 19 LHRS)

## **Ways of assessment**

Coursework's and tests 60%

Exams 40%

## **Key reading list**

Reference and text material will include the following among others.

- Fundamentals of selling 4<sup>th</sup> edition , Charles Futrell
- Just sell it, selling skills for small business owners Business studies edition Ted Tate

# MODULE 121 BUSINESS ADMINISTRATION

## Brief description

Business administration **121** is an introductory module covering key main aspects of skills and techniques of managing a business. Along the course of study several areas administration will be looked at, like the nature of business, forms of business, formation and management of joint stock companies, business combinations, production and operations management among others

## Module objectives.

By the end of this module students should be able to:

- Understand the main aspects of the nature of business
- Describe the formation and management of joint stock companies
- Show understanding of various forms of business.
- Explain how business combinations, production and operations management
- Show the process and relationship between formation and management of joint stock companies

## BUSINESS AND ITS ORGANISATION

### Sub-modules 121 A

#### The Nature of Business

**3hrs**

- What is business?
- Characteristics of a business
- Types of business
- Nature and scope of Commerce
- Purpose of Business (Economic & Social objectives)
- Non business organizations

**3 HRS**

### Sub-modules 121 B

#### Forms of Business

- Forms of Business organizations (e.g. sole proprietorship, Partnership Joint Stock company and the co-operative society)
- Their characteristics features, how they are formed, Their advantages and disadvantages

**3 HRS**

**Sub-modules 121 C****Formation and management of joint stock companies**

- Process of formation (promotion and incorporation)
- Various documents drawn to bring companies into existence
- Internal Management of companies
- Termination or dissolution or including up to a company **3 HRS**

**Sub-modules 121 D****Business combinations**

- Meaning
- Causes of combinations (integration)
- Various types of combinations (i.e. horizontal, vertical, lateral, Circular and diagonal)
- Forms of combination (Associations, Federations, partial Consolidations and complete consolidations)
- Adequate and disadvantages of combinations. **3 HRS**

**PRODUCTION AND OPERATIONS MANAGEMENT****Sub-modules 121 E****PRODUCTION**

- Definition/meaning
- Factors of production
- Pm Production decisions
- Product design
- Plant location (i.e. Factors affecting location)
- Plant layout
- Production process
- The sequence of operation/production (i.e. continuous Production Batch or intermittent production and mixed Production sequences). **3 HRS**

**Sub-modules 121 F****Production planning and control****4 HRS**

- What it is Production planning and control
- Objectives of production planning
- Model of production planning and control

- Routing (ii) Loading (iii) Scheduling
- Planting Maintenance
- (i) Meaning of maintenance (iii) Functions of the maintenance Department
- (ii) Importance of maintenance
- (iii) Methods of plant maintenance (i.e. Broken down and preventive maintenance).

## **Sub-modules 121 G**

### **Inventory Management**

- Meaning
- Importance of inventory management
- Organization of inventory management
- Store keeping and store control (location and layout of stores)
- Inventory control
- Just in time (JT) systems

**3 HRS**

## **Sub-modules 121 H**

### **Quality control**

- Dimension of quality
- Organization of the quality control department
- Inspection techniques (i.e. 100% inspection, statistical quality control and quality circles)
- Total quality management (TQM)
- (i) What it is (ii) Features of TQM (iii) How TQM works

**3 HRS**

### **Mode of delivery**

Lecture **(20 LHRS)**

Tutorials **(5 HRS)**

### **Ways of assessment**

Coursework's and tests	60%
Exams	40%

### **Key reading list**

Reference and text material will include the following among others.

1. Business Administration by Wasswa Balunywa



# MODULE 122 BUSINESS ADMINISTRATION

## Brief description

In this module we review structural and application of management techniques that are useful in business. these will include the marketing function, analyzing marketing opportunities, product planning and development, price decisions, distribution channels decisions, different types of shops and promotion, the financial system ( financial markets and stock exchanges)

## Course Objectives

The main objective of this module is to help students apply acquired knowledge and skills of business management. The student will be expected to:

- Demonstrate how marketing function
- Explain what is meant by analyzing marketing opportunities
- Show Understand of product planning and development
- Identify ways how price decisions are determined
- Describe distribution channels in business administration.
- State and define different types of shops and promotion
- Show knowledge on what entails and how the financial system functions.

## MARKETING:

### Sub-modules 122 A

#### The Marketing function

4hrs

- Meaning of marketing
- The role of marketing
- Evolution of marketing management (i.e. the Production, selling, marketing and societal marketing concepts).

### Sub-modules 122 B

#### Analyzing marketing opportunities

4hrs

- Marketing information system
- Developing information needs
- Sources of information for the organization

- Marketing research (marketing research procedure)

**Sub-modules 122 C**

**Product planning and development**

**4hrs**

- What is a product?
- Product life cycle
- Different types of products
- Industrial products (i.e. materials & parts, capital items, supplied Services)
- Developing the right products (product quality, product Features, product design)
- Branding and packaging (its advantages and disadvantages)

**Sub-modules 122 D**

**Price decisions**

**4hrs**

- Significance of price
- Factors to be considered in pricing (Internal & External factors)
- Price setting in practice
  - (i) Cost oriented pricing
  - (ii) Demand oriented pricing
  - (iii) Competition — oriented pricing

**Sub-modules 122 E**

**Distribution channels decisions**

**3hrs**

- Functions of the distribution channels
- Types of channel decisions
- Types of middlemen Involved in the distribution (Wholesalers, retailers and other agents)

**Sub-modules 122 F**

**Different types of shops and promotion**

**2hrs**

- Small scale retail shops
- Large scale retail shops
- Promotion
- Advertising
- Sales promotion

**Sub-modules 122 H****Sales person management****2hrs**

- Sales force objective
- Recruitment of sales people
- Remuneration of sales people

**THE FINANCIAL SYSTEM****Sub-modules 122 I****Financial markets****3hrs**

- The money market
- The capital market
- Composition of the money market (i.e. the Call Money market and the Acceptance market)
- The new issue market (methods of raising capital through new issue sales).

**Sub-modules 122 J****The Stock Exchange****4hrs**

- What is stock exchange?
- Features of a stock exchange
- Members of a stock exchange (Brokers & Jobbers)
- Listing of securities
- Managing finances
- Financial function of management

**Mode of delivery**

Lecture (20 LHRs)

Tutorials (10 HRS)

**Ways of assessment**

Coursework's and tests 60%

Exams 40%

**Key reading list**

Reference and text material will include the following among others

1. Business Administration by Wasswa Balunywa

# MODULE 131 DATA PROCESSING

## Brief description

This is an introductory module covering underlying concepts and procedures of data processing, focus is put upon helping a student understand i.e. Nature and scope of data processing, Methods and equipment of data processing, Computer storage concepts and media, Computer processing techniques, Introduction to management and control of data department.

## Module objectives.

By the end of this module students should be able to:

- Show Understand of the Nature and scope of data processing
- Describe methods and equipment of data processing
- Explain the usefulness of Computer storage concepts and media
- Demonstrate applicability of Computer processing techniques in data processing
- Understand management and control of data department

### Sub-modules 131 A

#### Nature and scope of data processing

4hrs

- Definition of data processing
- Out line of the history of data processing
- Distinction between data and information
- Methods o data collection

### Sub-modules 131 B

#### Methods and equipment of data processing

4hrs

- Manual Processing mechanical processing e.g. adding machines, hand card punch etc.
- Electro-Mechanical! Processing

- Punched card installation
- Accounting machines, electronic processing, photocopying micro filming computers

**Sub-modules 131 C                      Computer storage concepts and media.                      2hrs**

- Punched cards, magnetic tapes, disco, coding systems and Data representation.

**Sub-modules 131 D                      Computer processing techniques                      4hrs**

- Processing activities data collection, coding, validation and filing.
- Batch processing, real time and time sharing
- Tele processing, off line, on line processing
- Multi programming.

**Sub-modules 131 E                      Introduction to management and control of data department.   2hrs**

- Role of data processing in business organization.
- Organizational and functional structure, internal controls.

**Mode of delivery**

Lecture ( 16 HRS)

**Ways of assessment**

Coursework's and tests	60%
Exams	40%

**Key reading list**

Reference and text material will include the following among others.

1. Computer Concepts, Implications and Application-Erickson Vonk. Data base management Helman

# MODULE 132 DATA PROCESSING

## Brief description

In this module we review techniques that are vital for data processing and components that facilitate its use. The module explores, Applications of data processing, Components of Computer, Types of computers, Computer Hardware.

## Course Objectives

The main objective of this module is to help students learn how various equipments and components are used in data processing. By the end of this module a student will be able to:

- Explain data processing techniques can be utilized in various areas ie accounting, statistics etc.
- Identify key components of computer and how they benefit data processing
- Understand the various type of computers, their advantages and disadvantages
- Demonstrate knowledge of use for different computer hardware and softwares.

## SUBJECT CONTENT

### Sub-modules 132 A

#### Applications of data processing

**3hrs**

- Accounting, statistics, Data base management Computer system
- Components and units functioning as a whole.
- Definition, differences and relationships between hard ware. Soft ware and firm ware.
- Flow of Data through inputting unit and out putting unit.

### Sub-modules 132 B

#### Components of Computer

**4hrs**

- Inputting unit devices: key board, Numerical and alphabetical pads, function keys, Disk Drive.
- Processing unit devices: Control sub-unit, memory, Arithmetical manipulation. Computer Environment
- Computer users, owners, users and external services
- Influence of computers on employment - Efficiency, and re-training of-staff
- Feed back from users and its application

**Sub-modules 132 C****Types of computers****3hrs**

Micro computers: Capacity, Advantages, And Disadvantages

Mini computers: Capacity, Advantages, Disadvantages

Main frame computers: Capacity, Advantages, Disadvantages

**Sub-modules 132 D****Computer Hardware****4hrs**

-In putting devices - Processing sub-components -Out putting devices.

Computers soft ware

-Definition, Operating, systems, utilizes, compilers

- Application packages, programmes soft ware decision table A flow charts

- Programme Language, nature, suitable usage Advantages, Disadvantages

**Mode of delivery**

Lecture (14 LHRS)

**Ways of assessment**

Coursework's and tests

60%

Exams

40%

**Key reading list**

Reference and text material will include the following among others.

**Computer Concepts, implications And Application-Erickson Vonk. Data base management Helman**

# MODULE 701 HOUSE KEEPING

## Brief description

This module introduces a student to practice of housekeeping hotel and hospitality industry, it tries to capture requirements for house keeper, classification of hotels, recruitment of staff, cleaning and general housekeeping, which are important and key for successful hotel business.

### Module objectives.

By the end of this module students should be able to:

- Show understanding of basic requirements for house keeper and hotel staff
- Understand the classification of hotels.
- Explain how recruitment of staff is handled
- Elaborate the usefulness of cleaning and general housekeeping

#### Sub-modules 701 A

#### Introduction

**2hrs**

- The house keeper and hotel staff
- Requirements to attract a viable number of tourists
- various hospitality establishments
- Hotel establishments offering accommodation

#### Sub-modules 701 B

#### Classification of hotels

**4hrs**

- Organization structures of different establishments
- The main departments concerned with accommodation
- Duties of different members of the house keeping department
- Co-operation of the house keeping department with other Departments

#### Sub-modules 701 C

#### Recruitment of staff

**2hrs**

- Delegation of duties
- Qualities of a good house keeper
- Organization of the house keeping department



**Sub-modules 701 D****Cleaning****4hrs**

- Reasons for cleaning
- Cleaning agents
- Equipment used to remove dust
- Equipment used to remove dirt
- Containers used in cleaning
- Choosing cleaning equipment
- Care of cleaning equipment

**Sub-modules 701 E****General Housekeeping****4hrs**

- Housekeeping stores
- Maids service room
- Cleaning methods
- Categories of cleaning a room
- Bed making
- Service of early morning tea
- Guests' property

**Mode of delivery**

Lecture ( 16 LHRs)

Coursework's and tests

Exams

60%

40%

**Ways of assessment****Key reading list**

Reference and text material will include the following among others.

1. **Store keeping and stock control simplified by Saleemi N.A**

2. **Lecture Notes**

3. **Good House keeping , Best recipes**

# MODULE 702 HOUSE KEEPING

## Brief description

In this module we review procedures of organizing/ preparing linen room and interior decorations in a hotel environment

## Module objectives.

By the end of this module students should be able to:

- Show understanding of preparing linen room
- Explain how interior decoration s done

## content

### Sub-modules 702 A

#### The linen room

**2hrs**

- Plastics
- Disposable articles
- Laundry, dry cleaning and removal of stains
- Fabrics
- Natural and Artificial fibres

### Sub-modules 702 B

#### interior decoration

**4hrs**

- Flowers in the interior decoration
- Wall coverings
- Types of wall coverings
- Floor coverings
- Bleaches

- Security, first Aid and pests

**Mode of delivery**

Lecture ( 6 LHRs)

**Ways of assessment**

Coursework's and tests 60%

Exams 40%

**Key reading list**

Reference and text material will include the following among others.

1. **Store keeping and stock control simplified by Saleemi N.A**
2. **Lecture notes**
3. **Good House keeping , Best recipes**

# MODULE 711 PRINCIPLES OF HYGIENE

## Brief description

This is an introductory module covering basic aspects principles to hygiene, it explores Food poisoning bacteria, Food preservation, Accidents in the kitchen, which are important for the staff and clients.

## Module objectives.

By the end of this module students should be able to:

- Understand various types, causes and preventive measures of Food poisoning bacteria
- Explain how food preservation can be achieved
- Elaborate on possible Accidents encountered in the kitchen

### Sub-modules 711 A

#### Food poisoning bacteria

**4hrs**

- Types of food poisoning
- Sources of infection
- Illness
- Preventive measures
- Food borne diseases and precautions measures against food poisoning
- Insects, pests and vermin control in food premises

### Sub-modules 711 B

#### Food preservation

**4hrs**

- Its application
- Methods involved
- Sterilization and disinfection
- Its application
- Methods involved

**Sub-modules 711 C**

**Accidents in the kitchen**

**2hrs**

- Causes
- Symptoms
- Precautions measures against

**Mode of delivery**

Lecture ( 10 LHRs)

**Ways of assessment**

Coursework's and tests 60%

Exams 40%

**Key reading list**

Reference and text material will include the following among others

**1. Lecture Notes.**

**2. BETTY C.HOBBS and DIANA ROBERTS. Food Poisoning and Hygiene**

# MODULE 721 Hotel Receptions

## Brief description

Hotel reception (721) is an introductory module covering areas of how hotel staff relate with clients on a wide range of issues which require exchange of information in a hotel service environment. The module explores Social patterns, habits, Impression and appearance of a hotel and its staff, hotel reservation which includes booking procedural aspects like tour booking, checking in and related issues, guest accounting and security.

## Module objectives.

By the end of this module students should be able to:

- Understand the main aspects which entail Social patterns, habits, Impression and appearance of hotel and staff
- Explain how hotel reservation related issues are issued.

## Sub-modules 721 A

### Hotel Industry

**4hrs**

- Definition of a hotel
- Origin of the hotel industry
  - (i) Traveling
  - (ii) Social patterns and habits
  - (iii) World events

### - Impression and appearance

- (i) Meaning of impression and appearance in the Hotel
  - Reception concept
- (ii) Qualities of good receptions

### - Reception

- (i) Definition of reception

**Sub-modules 721 B**

- (ii) The receptionist
- (iii) Functions of the reception office

**HOTEL RESERVATIONS**

**6hrs**

- Definition of a reservation
- Reservation equipment and records
- Legal aspect of a reservation
- Hotel reservation media and procedure
- Booking diary

(i) Characteristics of a booking diary

(ii) Functions of a booking procedure

**- Booking charts**

(i) Density chart i.e. its characteristics, advantages and disadvantages

(ii) Conventional chart i.e. its characteristics, advantages and disadvantages

- Control of reservations

**Sub-modules 721 C**

**PROCEDURAL ASPECTS**

**8 hrs**

Characteristics of a booking diary Functions of a booking diary

**- Tour Bookings**

(i) Confirmation and room list

(ii) Over booking i.e. inevitable over booking

Planned over booking, accidental over booking and imposed over booking

**- Check in and related issues**

(1) Arrival and registration

(ii) Computerized check in

(hi) Automated check in

(iv) Room status records

**- Guest accounting**

(I) Preparation of guest bills

(ii) Computerized guest accounting systems

(iii) Petty cash

**- Security**

(i) Protecting the guest

(ii) Types of threats to guests

(iii) Protecting the hotel

**Mode of delivery**

Lecture (18 LHRs)

**Ways of assessment**

Coursework's and tests 60%

Exams 40%

**Key reading list**

Reference and text material will include the following among others.

1. Front office by Peter Abbott and Sue Lewry

2. Lecture notes



# MODULE 722 HOTEL RECEPTIONS

## Brief description

The module is designed to introduce students to hotel reception, explores important and key aspects hotel and hospitality industry for example hotel hospitality ,roles of hotel attendant, social skills and behaviour of a receptionist ,sales and marketing aspect of hotel, Yield management, groups, Staffing and equipment.

## Module objectives.

By the end of this module students should be able to:

Understand the vital aspect of hospitality in provision of reception service.

- Show Understanding of roles of hotel attendant.
- Explain the relationship social skills and behaviour of a receptionist
- Understand sales and marketing aspect of hotel.
- Demonstrate understanding of staffing, control and use of equipments.

## Sub-modules 722 A

### Hospitality

2hrs

- Definition of hotel hospitality
- Guest needs
- Services offered to guests
- Communication
- Roles of attendants in hotel

## Sub-modules 722 B

### Social skills

2hrs

- Behaviour of a receptionist
- Transactional analysis
- Ego states
- Strokes and trading stamps
- Role playing

**Sub-modules 722 C****Sales****2hrs**

- increasing occupancies
- Juggling bookings
- Handling enquiries
- No shoes and over booking
- Increasing average room rates

**Sub-modules 722 D****Marketing aspects****2hrs**

- Reaching the customer advertising
- Reaching the customer interests agencies
- Direct individual sales
- Travel agents in Group tour operators

**Sub-modules 722 E****MANAGEMENT ASPECTS****4hrs**

- Tariffs
- Cost based pricing
- The Kubbartformuta
- Differential room rates
- Seasonal rates
- Types of pricing and rates

**Sub-modules 722 F****Yield management, groups****2hrs**

- Differential rates
- Booking horizons
- Ugbookagslerecoaststomadmlzeyjef4
- Multiple rates

- Displacement

## **Sub-modules 722 J**

### **Control**

**2hrs**

- Verification
- Nightaudit
- Computerized control systems
- Occupancy and revenue reports

## **Sub-modules 722 K**

### **Staffing and equipment 2hrs**

- Stalling
- Numbers and hours
- Staff selection
- Computers
- Implications of computerization

## **Mode of delivery**

Lecture ( 16 LHRS)

## **Ways of assessment**

Coursework's and tests	60%
Exams	40%

## **Key reading list**

Reference and text material will include the following among others.

- 1. Front office by Peter Abbott and Sue Lewry**
- 2. Lecture notes.**

# MODULE 731 FOOD NUTRITION

## Brief description

In this module we review introduction to - introduction to food nutrition, the treatment of various nutrients and role of the following in nutrition.

## Course Objectives

By the end a student should be able to:

- Show understanding of food nutrition and the treatment of various nutrients.
- Show understanding of role of Water and roughages in nutrition.
- Show understanding of Malnutrition, its deficiencies and precaution to prevent it.

<b>Sub-module 731 A</b>	<b>- Introduction to food nutrition</b>	<b>2 hrs</b>
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- Definition
- The function of food

<b>Sub-module 731 B</b>	<b>- The treatment of various nutrients</b>	<b>6 hrs</b>
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- The proteins
- The carbohydrates
- The lipids
- The material salts

<b>Sub-module 731 C</b>	<b>- role of the following in nutrition</b>	<b>6 hrs</b>
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- Water
- Roughages.
- Malnutrition ,its deficiencies and
- Precaution to prevent it

## Mode of delivery

Lecture (**14 LHRS**)

## Ways of assessment

Coursework's and tests	60%
Exams	40%

## Key reading list

Reference and text material will include the following among others.

1. **TINDAMANYIRE A.F.D ,Foods and Nutrition with science in the home, A detailed approach to science in the home.**
- 2, **ANITA TULL. Food and Nutrition.**

# MODULE 732 FOOD NUTRITION

## Brief description

Introduces students to food nutrition, which generally aims at maintaining food value in terms of quality and preparation of meal with a balanced diet with purposes to promote good health of clients. the module covers food production, food labeling and retailing, varieties of food, diet and health, meal planning

## Module objectives.

By the end of this module students should be able to:

- Understand the roles food production with regard to processing
- Show Understanding of varieties of food in relation to diet and health
- Identify the advantages of food labeling and retailing
- Apply knowledge on menu planning

## Sub-modules 732 A

### FOOD AND FOOD PRODUCTION

4hrs

- World production
- Food processing (meaning)
- Types of food processing
- Reasons why world food production is low

### GENETC ENGINEERING

- Definition
- Concerns regarding genetic engineering

**Sub-modules 732 B**

**FOOD LABELING AND RETAILING**

**2hrs**

- Aims of food labeling
- Budgeting for food purchase
- Factors to consider when buying food in bulk
- Importance's of stores and supermarkets in food retailing

**Sub-modules 732 c**

**VARIETIES OF FOOD**

**6hrs**

- Cereals (Wheat, rice, maize, oats, barley, rye)
- Fats and oils (Uses and properties)
- Sugars and sweeteners
- Milk and milk products
  - b) Hygiene rules for milk
  - c) Importance of milk in the diet
  - d) Cream
  - e) Cheese
- 14. Herbs
  - f) Yoghurt and yoghurt products
- (a) Eggs (production, type, composition, testing for freshness)
- b) Importance of eggs in the diet
- Meat (types, importance, offals
  - Pork Bacon and ham
  - Poultry
- Fish (Types, composition)

- Gelatine
- Vegetables
- Fruits
- Pulses and nuts
- Herbs
- Spices
- Food additives

### **Sub-modules 732 D**

#### **DIET AND HEALTH**

**2hrs**

- The nutrients (macro nutrients, micro nutrients, water, dietary fibre (NSP)
- Proteins
- Fats
- Food tests
- Carbohydrates
- Dietary reference values for each age group
- **VITAMINS** (fat soluble vitamins, water soluble vitamins)

### **Sub-modules 732 E**

#### **METABOLISM**

**2hrs**

- Cells
- Tissues
- Organs
- Energy

**Sub-modules 732 F****MEAL PLANNING****4hrs**

Dietary guidelines for	-	Adolescents
Pregnant women	-	Adults
Infants	-	Senior citizens (the aged)
Toddlers and young children	-	The ill and sick
School age children	-	Vegetables

**Mode of delivery**

Lecture ( 2o LHRs)

**Ways of assessment**

Coursework's and tests 60%

Exams 40%

Key reading list

Reference and text material will include the following among others.

1. **TINDAMANYIRE A.F.D ,Foods and Nutrition with science in the home, A detailed approach to science in the home.**

2.**ANITA TULL. Food and Nutrition.**



# **Module 751 FOOD PREPARATION.**

## **Brief description**

In this module we review introduction to food preparation the cookery process and the methods of cooking such as poaching , steaming , braising, roasting m stewing, deep frying, shallow flying, grilling, baking and cold preparation.

## **Course Objectives**

The main objective of this module is to help students learn skills and knowledge of food preparation for various exotic and non exotic meals. The student should be able by the end of this module to attend a practical exam

### **Sub-module 751 A**

#### **- introduction to food preparation 5 hrs**

- Definition of food.
- Types and importance of food
- Kitchen department, staff and their function.
- Relationship between kitchen and service.
- Kitchen equipment and their uses.
- Planning cooking time.
- Production plans-time gaps.
- Kitchen safety and first aid

### **Sub-module 751 B**

#### **- the cookery process 5 hrs**

- Definition of boiling
- Reasons for boiling food
- Methods of boiling food.
- Myth about boiling food.
- Food items suitable for boiling.
- Equipment used when boiling food
- storage of boiled food

**Sub-module 751 C****- poaching****5 hrs**

- Definition
- Reasons for poaching food.
- Methods of poaching.
- Items suitable for poaching.
- Equipments used in poaching.
- Storage for poached foods.

**Sub-module 751 D****- steaming****5 hrs**

- Definition
- Reasons for steaming food.
- Methods for steaming food.
- Foods suitable for steaming.
- Equipments used for steaming.

**Sub-module 751 E****- stewing****5 hrs**

- Definition
- Reasons for stewing foods
- Methods of stewing foods.
- Food suitable for stewing.
- Equipment used when stewing.
- Basic techniques of stewing.

**Sub-module 751 F****- braising****5 hrs**

- Definition
- Reasons for braising
- Methods of braising.
- Food suitable for braising.
- Equipment used when braising.
- Basic techniques of braising.

**Sub-module 751 G****- roasting****5 hrs**

- Definition
- Reasons for roasting foods
- Methods of roasting foods.
- Food suitable for roasting.
- Equipment used when roasting.
- Basic techniques of roasting.

**Sub-module 751 H****- grilling****5 hrs**

- Definition
- Reasons for grilling foods
- Methods of grilling foods.
- Food suitable for grilling.
- Equipment used when grilling.
- Basic techniques of grilling.

**Sub-module 751 I****- deep frying****5 hrs**

- Definition
- Reasons for deep frying.
- Methods of deep frying.
- Food suitable for deep frying.
- Equipment used when deep frying.
- Basic techniques of deep frying.

**Sub-module 751 J****- shallow frying****5 hrs**

- Definition
- Reasons for shallow frying.
- Methods of shallow frying.
- Food suitable for shallow frying.
- Equipment used when shallow frying.
- Basic techniques of shallow frying.

**Sub-module 751 k****- baking****5 hrs**

- Definition
- Reasons for baking.
- Methods of baking.
- Equipment used when baking.
- Basic techniques of baking

**Sub-module 751 L****- cold preparation****5 hrs**

- Definition
- Reasons for cold preparation.
- Methods of cold preparation.
- Food suitable for cold preparation.
- Equipment used when cold preparation.
- Basic techniques of cold preparation.

**Mode of delivery**Lecture (**10 LHRS**)Practical and class presentation (**25 hrs**)Viewing Video Tapes and Tutorials (**25 Thrs**)**Ways of assessment**

Coursework's and tests 60%

Exams 40%

**Key reading list**

Reference and text material will include the following among others.

1. Practical cookery / Campbell 8<sup>th</sup> and 11<sup>th</sup> edition,
2. Food Preparation by Stanley Thornes
3. SuperCook Volume 3 (Blackberry Butterscotch )
4. SuperCook Volume 2 (Baba Black bean )

5. SuperCook Volume 1 (Abalone Avocado )
6. Good House keeping (Best Recipes)
7. Cook in season (Warm and welcoming from the good Cook)
8. The Good Cook Biscuits by the editors of Time Life Books.
9. Classic French Delicious regional recipes from France by Marie Pierre Moine
10. 100 great dishes Made Easy by Philippa Davenport.
11. Cookery Basics and insider Tips (Appetizers) by Naumann and Gobel.
12. The complete encyclopedia of Chinese Cooking by Kenneth Lo and Madame Grace Zia Chu
13. The House hold Searchlight (Recipe Book) by Topeka, Kansas
14. Caribbean Cooking by Devinia sookia

# MODULE 752 FOOD PREPARATIONS

## Brief description

In this module we review techniques of food preparation for various meals.

## Course Objectives

The main objective of this module is to help students learn skills and knowledge of food preparation for various exotic and non exotic meals. The student should be able by the end of this module to attend a practical exam

## Practicals

**30 hrs**

- a) Roasted chicken
- (b) Chicken curry
- (c) Chicken chasseur
- (d) Grilled chicken
- (e) Fried chicken
- (f) Roasted pork
- (g) Pork with bamboo shoots
- (h) Normandy pork
- (i) Sweet and sour pork
- (j) Beef burgers
- (k) Cheese burgers
- (l) Chicken burgers
- (m) Vegetable burgers
- (a) Chicken sand witch
- (o) Beef sand witches
- (p) Club sand witches
- (q) Meat halls
- (r) Samosas

- (s) Fish fingers
- (t) Kebabs
- (u) Spaghetti bolognaise
- v) Spaghetti with cheese
- (w) Spaghetti with bacon and cheese
- (x) Tomato sauce
- (y) Eggs and bacon
- (z) Full English menu
- (aa) Vegetable dishes
- (bb) Ethnic dishes either; Indian. Italic. Caribbean etc.
- (cc) Pie-noodles and cakes
- (dd) Biscuits/cookies
- (cc) Bread
- (if) Egg rolls
- (gg) Meat pies and chaps
- (hh) Pizzas
- (ii) Deserts: fruits and juices
- (jj) Pastry deserts.

**Mode of delivery**

Lecture (**10 LHRS**)

Practical and class presentation (**20 hrs**)

Viewing Video Tapes and Tutorials (**10 Thrs**)

**Ways of assessment**

Coursework's and tests 60%

Exams 40%

**Key reading list**

Reference and text material will include the following among others.

15. Practical cookery / Campbell 8<sup>th</sup> and 11<sup>th</sup> edition,

16. Food Preparation by Stanley Thornes

17. SuperCook Volume 3 (Blackberry Butterscotch )

18. SuperCook Volume 2 (Baba Black bean )

19. SuperCook Volume 1 (Abalone Avocado )

20. Good House keeping (Best Recipes)

21. Cook in season (Warm and welcoming from the good Cook)

22. The Good Cook Biscuits by the editors of Time Life Books.

23. Classic French Delicious regional recipes from France by Marie Pierre Moine

24. 100 great dishes Made Easy by Philippa Davenport.

25. Cookery Basics and insider Tips (Appetiwers) by Naumann and Gobel.

26. The complete encyclopedia of Chinese Cooking by Kenneth Lo and Madame Grace Zia Chu

27. The House hold Searchlight (Recipe Book) by Topeka, Kansas

28. Caribbean Cooking by Devinia sookia

# Module 761 storekeeping

## Brief description

In this module we review introduction to store keeping, the store keeper, process and store equipments used in store. The module undertakes to explore the organization of the food store.

## Course Objectives

By the end a student should be able to:

- Show understanding of store keeping and the store.
- Show understanding of the equipments used in the store and the organization of the store.

### Sub-module 761 A

#### **introduction to storekeeping** **2 hrs**

- Definition of storekeeping
- Objectives of storekeeping
- Functions and importance of storekeeping
- Benefits of storekeeping

### Sub-module 761 B

#### **Store keeper** **3 hrs**

- Definition
- Qualities of a good store keeper
- Duties and responsibilities

### Sub-module 761 C

#### **the store (storeroom/store house)** **2 hrs**

- Location and layout
- Types of storerooms
- Equipment used in storerooms
- Custody of keys
- Marking of stores
- Fire precautions



**Sub-module 761 D****equipments****5hrs**

- Materials and handling equipments
- Power driven equipments
- Care and maintenance of equipment
- Factors in installation of equipment
- Importance of material handling

**Sub-module 761 E****organization of food store****4 hrs**

- Arrangement of food store
- Classification of food for storage purposes

**Mode of delivery**Lecture (**16 LHRS**)**Ways of assessment**

Coursework's and tests	60%
Exams	40%

**Key reading list**

Reference and text material will include the following among others.

1. SALEEMI N.A Store keeping
2. PARMA Store keeping and purchasing

# MODULE 762 STORE KEEPING

## Brief description

In this module we review the procedures followed while conducting store keeping. A range of steps should be maintained by the storekeeper or manage in order to achieve proper accountability of material flowing in and out of the store. Therefore the module undertakes to explore receipt of materials, Inspection and preservation, Replenishment of materials, Identification of materials and store accounting.

## Course Objectives

By the end a student should be able to:

- Show understanding of procedures required at receipt of material.
- Demonstrate how Inspection and preservation OF materials can be handled
- Identify when Replenishment of materials should be carried out
- Understand the Identification of materials and store accounting

### Sub-modules 762 A

#### Receipt of materials

**3 hrs**

- Receiving materials procedure
- Packages and their kinds
- Completion and stock ledge
- Dispatch
- Binning
- Placing and indexing

### Sub-modules 762 B

#### Inspection and preservation

**3 hrs**

- Custody of materials
- Inspection – meaning and importance
- Advantages of inspection
- Inspection of quality and quantity
- Preservation meaning and importance

- Issuing materials
- Issuing procedure

#### **Sub-modules 762 C**

#### **Replenishment of materials**

**3 hrs**

Replenishment of materials  
Issuing and minimum level  
Order level

Danger level  
Safety stock level  
Demand forecasting

#### **Sub-modules 762 D**

#### **Identification of materials**

**3 hrs**

Types of materials  
Codification of material  
Codification system

Passing of property  
Passing of property

#### **Sub-modules 762 E**

#### **Stores accounting**

**3 hrs**

- Documents
- Recording of stores
- Wastage
- Spoilage
- Damages
- Pilfering and theft

#### **Mode of delivery**

Lecture (15 LHRS)

Coursework's and tests

60%

Exams

40%

#### **Ways of assessment**

#### **Key reading list**

Reference and text material will include the following among others.

#### **1. Store keeping by Saleemi N.A**

Store keeping and purchasing by parma

## **MODULE 771 Hairdressing**

## **Brief description**

In this module we review introduction to Salon, salon reception and client preparation, Salon housekeeping, Bacteria and Decontamination, Elasticity, curl and curling, shampoos, shampooing and rinses, Perming and hair straightening

## **Course Objectives**

By the end a student should be able to:

- Show understanding of Salon, salon reception and client preparation, Salon housekeeping, Bacteria and Decontamination.
- Show understanding of the , Elasticity, curl and curling, shampoos, shampooing and rinses, Perming and hair straightening

### **Sub-module 771 A**

#### **introduction to the salon, salon And client preparation**

- preparing and attending to the client
- brushing and equipment
- Decors and displays
- Aesthetics and hair preparation
- Relaxation and exercise

### **Sub-module 771 B**

#### **Salon housekeeping, Bacteria and Decontamination**

- Bacteria, definition and types
- Bacteria control
- Sterilization and antiseptics
- Disinfectants ( definitions and forms )
- Care and storage of disinfectants

### **Sub-module 771 C**

#### **Elasticity, curl and curling**

- Definition and forms of elasticity
  - Definition and forms of curling
  - Rules for curling
  - Curling aids and gadgets
  - Methods of curling
  - Types of curls.

## **Sub-module 771 D**

## **shampoos, shampooing and rinses.**

- Definitions
- Types of shampoos and their application
- Pre-shampooing
- Water and the art of shampooing
- Variations in shampoos

## **Sub-module 771 E**

## **Perming and hair straightening**

- Definition and forms
- Tools used in hair straightening
- Methods of hair straightening
- Methods of Perming
- Methods of curling

## **Mode of delivery**

Lecture (16 LHRS)

## **Ways of assessment**

Coursework's and tests	60%
Exams	40%

## **Key reading list**

Reference and text material will include the following among others.

**1. LEO PALLADINO, Principles of Hair dressing.**

**2. KOCHHAR Hair skin and beauty therapy**

# MODULE 773 Hairdressing

## Brief description

Introduces students to practical skills in hairdressing and care. The module therefore comprises of Introduction To Hair Coloring, Dyes, Hair Care, Massage, Hair/Scalp Diseases and use of Wigs.

## Module objectives.

By the end of this module students should be able to:

- Understand the main aspects hair colouring.
- Show Understanding of basic concepts in hairdressing i.e. dye, hair care, massage.
- Explain causes of hair and scalp diseases
- Elaborate on use of wigs

### Sub-modules 773 A

#### Introduction To Hair Coloring

**2hrs**

- Coloring
- Forms of hair coloring
- Tinting and bleaching
- Temporally and permanent colouring
- Skin reaction and test
- Mixing, application and processing colorants'

### Sub-modules 773 B

#### Dyes

**2hrs**

- Tinting faults and corrections
- Toning
- Mixing, application and processing toners
- De-colouring

### Sub-modules 773 C

#### Hair Care

**2hrs**

- Definition, conditioners and conditioning
- Formation of ringlets

<b>Sub-modules 773 D</b>	<b>Message</b> <ul style="list-style-type: none"> <li>- Definition and uses</li> <li>- Effects of massage</li> <li>- Scalp massage and application</li> </ul>	<b>2hrs</b>
<b>Sub-modules 773 E</b>	<b>Hair And Scalp Diseases</b> <ul style="list-style-type: none"> <li>- Dandruff acnes, scabies</li> <li>- Causes and effects</li> </ul>	<b>2hrs</b>
<b>Sub-modules 773 F</b>	<b>Wigs</b> <ul style="list-style-type: none"> <li>- Wigmalding</li> <li>- Synthetic hair</li> <li>- Patterns of hair</li> <li>- Decorative pastiche</li> </ul>	<b>2hrs</b>

### **Mode of delivery**

Lecture ( **12** LHRS)

### **Ways of assessment**

Coursework's and tests	60%
Exams	40%

### **Key reading list**

Reference and text material will include the following among others.

1. **LEO PALLADINO, Principles of Hair dressing.**

**2. KOCHHAR Hair skin and beauty therapy**

# MODULE 801 ECONOMICS

## Brief description

This is an introductory module covering basic concepts of economic .it explores Definition and scope of economics, Economic System, Price theory, Elasticity, Production and Monopoly

## Module objectives.

By the end of this module students should be able to:

- Show an Understanding of the basic Definition and scope of economics
- Show an Understanding of what entails an Economic System and various kinds of systems
- Explain influence of demand and supply under price theory
- Elaborate on varies categories of elasticity and price elasticity of demand and supply
- Explain forms of production and a firm's long and short run position under perfect competition.
- Describe the various kinds of monopolies their advantages and disadvantages on a firm

## Sub-modules 801 A

### Introduction to Economics

2 hrs

Definition and scope of economics  
Opportunity cost and its implications  
Goods and services, needs and wants

## Sub-modules 801 B

### Economic System

2 hrs

- Command, laissez faire, and mixed economies

### Price theory

- Command and supply theories

- Determinants of the above

- The demand curve and its gradient The supply schedule and the supply CURVE



**Sub-modules 801 C****Elasticity****4 hrs**

- Definition
- Dependent and independent variables
- Types of Elasticity
- Elasticity of demand
  - Categories of elasticity
- Cross elasticity, income elasticity.
- Price elasticity of demand
- Determinants of price elasticity of demand
- Practical applications of demand
- Elasticity of supply
- Determinants of price elasticity of supply

**Sub-modules 801 D****Production****5 hrs**

- Definitions and forms production
- Types of business entities
  - Partnership and sole proprietorship
- Advantages and disadvantages of the above
  - Capital accumulation.
- Market structures
- Perfect competition
- Advantages and disadvantages
- Long and short run positions of firms under perfect competition

**Sub-modules 801 E****Monopoly****5 hrs**

- Definition and bases of monopoly
- Advantages and disadvantages
- Long and short run positions of a monopoly firm
- Control of monopoly
  - Monopolistic competition
- Advantages and disadvantages
- Long and short run positions of a firm under
- Monopolistic competition

- Oligopoly, duopoly and monopsony

**Mode of delivery**

Lecture ( 18 LHRs)

**Ways of assessment**

Coursework's and tests	60%
Exams	40%

**Key reading list**

Reference and text material will include the following among others.

1. TEDARD (POPULATION AND LABOUR)
2. KEYNESSIAN (THEORY OF UNEMPLOYMENT AND INTEREST RATES)
3. HAL VARIAN (INTERMEDIATE MICRO ECONOMICS) MODERN APPROACH

# MODULE 802 ECONOMICS

## Brief description

In this module we review macroeconomic features of an economy. How the different elements of the economy should integrate to achieve growth and development. Therefore the module explores areas like Money and banking, Inflation, Population and labor, Unemployment, Public finance and fiscal policy, International trade, National income and Foreign aid

## Course Objectives

By The end of this module a student should be able to:

- Demonstrate understanding of the concepts and economic terminology
- show how the various economic features and elements influence an economy
- Show an Understand of the measures which are adopted to regulate the influence of various features of an economy
- Explain ways how an economy generates and regulates income, growth and economic development.

<b>Sub-modules 802 A</b>	<b>Money and banking</b>	<b>5 hrs</b>
	Definition and evolution Functions of money Commercial banks	Central banks and their roles Monetary policy Financial intermediaries
<b>Sub-modules 802 B</b>	<b>Inflation</b>	<b>4 hrs</b>
	Definition and types of inflation Causes and consequences of inflation	Solutions to inflation Inflation in Uganda
<b>Sub-modules 802 C</b>	<b>Population and labor</b>	<b>4hrs</b>
	- Definition of population and labor - Causes and effects of population outbursts. - Advantages and disadvantages of an increasing population ➤ Population theories ➤ Malthusian theory -Wages and salaries -Theories of determining wages	

<b>Sub-modules 802 D</b>	<b>Unemployment</b> Definition and types of unemployment Theories of unemployment .	<b>4 hrs</b> Unemployment in Uganda causes, effects and solutions
<b>Sub-modules 802 E</b>	<b>Public finance and fiscal policy</b> Taxation Definition and types of taxes Taxation jargons	<b>5 hrs</b> Taxation and elasticity Subsidization Budgeting
<b>Sub-modules 802 F</b>	<b>International trade</b> Definition and types Advantages and disadvantages Tariffs and non-tariff barriers	<b>5 hrs</b> Imports and exports Currency control systems
<b>Sub-modules 802 G</b>	<b>National income</b> <ul style="list-style-type: none"> <li>- Definitions of national income</li> <li>- Methods of estimating national income figures i.e. <math>O \equiv Y \equiv E</math></li> <li>- The circular flow of income</li> <li>- National income jargons i.e. G.D.P, NNP, and GNP etc.</li> <li>- Price indices and index numbers</li> <li>- Procedure for attaining price indices</li> <li>- Problems encountered</li> </ul> <b>Foreign aid</b> <ul style="list-style-type: none"> <li>- Definition and types of aid</li> <li>- Advantages and disadvantages</li> <li>- The debt burden</li> </ul>	<b>6 hrs</b>

### **Mode of delivery**

Lecture ( **20 HRS**)

Tutorials ( 13 hrs)

**Ways of assessment**

Coursework's and tests	60%
Exams	40%

**Key reading list**

Reference and text material will include the following among others.

1. **TEDARD (POPULATION AND LABOUR)**
2. **KEYNESSIAN (THEORY OF UNEMPLOYMENT AND INTEREST RATES)**
3. **HAL VARIAN (INTERMEDIATE MICRO ECONOMICS) MODERN APPROACH**

# MODULE 811 Business Management

## Brief description

This course module introduces students to techniques of business management , Management And Organization Of A Business, Meaning And Examples Of Organizations, Role Of Departments In An Organization, The Seven Common Factors Of A Organization, Authority, Power ,Delegation and Types Of Business Organizations.

## Course Objectives

By the end of the module the student will be able to:

- Show understanding of Management And Organization Of A Business
- Identify and explain Role Of Departments In An Organization
- Explain the importance of The Seven Common Factors Of A Organization
- Describe Authority, Power, Delegation and Types Of Business Organizations

<b>Sub-modules 811 A</b>	<b>Introduction</b> - Definition of business management - Discussion of objectives enterprise - Necessary managers, their levels and functions	<b>3 hrs</b>
<b>Sub-modules 811 B</b>	<b>Management And Organization Of A Business</b> - Principle of organization - Organizational structure - What each structure involves - Each structure advantages and disadvantages - How to relate tasks, relation, responsibility and Channel of communication	<b>4 hrs</b>
<b>Sub-modules 811 C</b>	<b>Meaning and Examples Of Organizations.</b> Vertical Horizontal	<b>3 hrs</b>

Organizations and their differences

<b>Sub-modules 811 D</b>	<b>Role Of Departments In An Organization</b> <ul style="list-style-type: none"><li>- Study of the different departments in an organization Functions of management.</li><li>- Management activities and reasons for carrying out them.</li><li>- Details of management activities</li><li>- Differentiation between authority, responsibility and Delegation</li></ul>	<b>4 hrs</b>
<b>Sub-modules 811 E</b>	<b>The Seven Common Factors Of A Organization.</b> <ul style="list-style-type: none"><li>- Objectives of an organizational structure</li><li>- Characteristics</li><li>- Organizational divisions<ul style="list-style-type: none"><li>• Formal</li><li>• Informal</li></ul></li><li>- The bureaucratic phenomena</li><li>- Advantages and disadvantages</li></ul>	<b>4 hrs</b>
<b>Sub-modules 811 F</b>	<b>Authority, Power and Delegation</b> <ul style="list-style-type: none"><li>- Definition and features Principles of Departmentation</li><li>- Departmentation. Methods used in Departmentation</li><li>- Uses and abuses of departments.</li><li>- The span of control</li></ul>	<b>4 hrs</b>
<b>Sub-modules 811 H</b>	<b>Types Of Business Organizations</b> <ul style="list-style-type: none"><li>- Sole trader</li><li>- Partnership</li></ul>	<b>4 hrs</b>

- Companies
- Advantages and disadvantages of each of the above

### **Sub-modules 811 J**

### **Summary/Revision.**

**4 hrs**

- Definition of management according to Mary Packer Follet
- The four functions of management
- Planning
- Organizing
- Leading
- Controlling
- Mission, goals and objectives, how they affect the Nations' prosperity or otherwise
- Drackers' concepts.
- Efficiency and effectiveness

### **Mode of delivery**

Lecture (20 LHRs)  
Tutorials (10 hrs)

### **Ways of assessment**

Coursework's and tests	60%
Exams	40%

### **Key reading list**

Reference and text material will include the following among others.

1. Business management by Balunya.
2. Management Theory and practice by Chandan
3. Management Theory and practice by coloe
4. Principles and practices of management.
5. Managing and organizations by Clegg, Kornberger and Pitsis.

## **MODULE 812 BUSINESS MANAGEMENT**



## Brief description

The module introduces students to techniques of Managing organizational changes, Conflict management, Entrepreneurship process and characteristics of an entrepreneur, Coordination and leadership theories. The other important part explored is the role of communication, performance appraisal, team and human recourse model.

## Course Objectives

By the end of the module the student will be able to:

- Show understanding of Managing organizational changes
- Identify and explain Entrepreneurship process and characteristics of an entrepreneur.
- Explain the importance of Coordination and leadership theories
- Describe the role of communication, performance appraisal, team and human recourse model.

<b>Sub-modules 812 A</b>	<b>Managing organizational change.</b> <ul style="list-style-type: none"><li>- Organizational changes i.e. internal and external</li><li>- Models of change</li><li>- Sources of resistance to change</li><li>- How to deal with changes</li><li>- Types of change</li></ul>	<b>2hrs</b>
<b>Sub-modules 812 B</b>	<b>Conflict management</b> <ul style="list-style-type: none"><li>- Sources of conflict</li><li>- Types of conflict</li><li>- How to deal with conflicts</li></ul>	<b>2hrs</b>
<b>Sub-modules 812 C</b>	<b>Entrepreneurship</b> <ul style="list-style-type: none"><li>- Facts/fallacies</li><li>- Entrepreneurship behaviour</li><li>- Process of entrepreneurship</li><li>- Characteristics of entrepreneur</li></ul>	

<b>Sub-modules 812 D</b>	<b>Coordination</b> <ul style="list-style-type: none"> <li>- Lawrence and Lorsch</li> <li>- Problems in coordination</li> <li>- How to achieve coordination</li> <li>- Techniques of coordination</li> </ul>	<b>2hrs</b>
<b>Sub-modules 812 E</b>	<b>Control</b> <ul style="list-style-type: none"> <li>- Reasons for control</li> <li>- Control process</li> <li>- Types of control</li> <li>- Critical points in coordination</li> <li>- Management level and control</li> <li>- Control technique</li> <li>- Effective control system</li> <li>- Current issues in control</li> </ul>	<b>2hrs</b>
<b>Sub-modules 812 F</b>	<b>Leadership.</b> <ul style="list-style-type: none"> <li>- Managers and leaders in comparison</li> <li>- Types of leadership</li> <li>- Aspects of a good leader</li> <li>- Sources of power</li> </ul>	<b>2hrs</b>
<b>Sub-modules 812 G</b>	<b>Leadership theories</b> <ul style="list-style-type: none"> <li>(a) Trait theories</li> <li>(b) Behavioural theories</li> <li>(c) Likert theories</li> <li>(d) Contingency theories <ul style="list-style-type: none"> <li>- Fielder</li> <li>- Path goal</li> </ul> </li> <li>(e) Situational model <ul style="list-style-type: none"> <li>- Emerging theories</li> </ul> </li> </ul>	<b>2hrs</b>
<b>Sub-modules 812 H</b>	<b>Communication</b> <ul style="list-style-type: none"> <li>- Communication process</li> <li>- Problems of communication</li> <li>- Barriers to effective communication</li> <li>- Solution to communication barriers</li> </ul>	<b>2hrs</b>
<b>Sub-modules 812 I</b>	<b>Performance appraisal</b>	<b>2hrs</b>

- Types of appraisal
- Characteristics of appraisals
- How to appraise
- Problems of appraisal
- Importance of appraisal

## **Sub-modules 812 J**

### **Team and team building**

**2hrs**

- Features of a team
- Stages of team development
- Team cohesiveness
- Improving team cohesiveness Building team Performance
- Guide lines for making committees more effective

## **Sub-modules 812 K**

### **Human resource model**

**2hrs**

- Planning process
- Selection procedure
- Discipline and dismissals

## **Mode of delivery**

Lecture ( 20 LHRs)

## **Ways of assessment**

Coursework's and tests                      60%  
Exams    40%

## **Key reading list**

Reference and text material will include the following among others.

6. Business management by Balunya.
7. Management Theory and practice by Chandan
8. Management Theory and practice by Coloe
9. Principles and practices of management.
10. Managing and organizations by Clegg, Kornberger and Pitsis.

# MODULE 851 General principles of law

## Brief description

This is an introductory module where we review law and its application, main purposes of law, various types of law, the concept of a person and legal personality, law with corporations and trade unions

## Course objectives

On completion of this module the student should be able to:

- Show understanding of main purposes of law and various types of law
- Explain the concept of a person and legal personality
- Explain the relationship between law, corporations and trade unions

## Sub-modules 851 A

### Definition of law and its application

10hrs

Main purposes of law

The various types of law

❖ Civil and criminal law

❖ Procedural law and substantive law

- Crime and wrong doing

- The law and morality

- The law of persons

❖ The concept of person and legal personality

❖ Corporations

❖ Trade unions

Partnership law

## Mode of delivery

Lecture (10 LHRs)

## Ways of assessment

Coursework's and tests 60%

Exams 40%

## Key reading list

Reference and text material will include the following among others.

[General principles of law \(N.A. Saleem\), Mercantile law](#) (M.C Kuchhal) 6<sup>th</sup> edition 2006

# MODULE 852 General principles of law

## Brief description

This module introduces students to general principles of law which entails law of contract, nature, formation and elements of contracts; it also looks at discharge of a contract of various types and circumstances of contract bleaches /damages.

## Course objectives

On completion of this module the student should be able to:

- Show understanding of law of contract, its nature, formation and elements.
- Explain the discharge of a contract of various types and circumstances of contract bleaches /damages.

### Sub-modules 852 A

#### The law of contract

6hrs

- Definition and nature of contracts
- Essentials of a valid contract
- Formation of a contract
- Offers and consideration
- Conceptual framework
- Vitiating elements
- Liabilities

### Sub-modules 852 B

#### Discharge of a contract

6hrs

- Contract bleaches and damages
- Marriage
- Corporations
- Inheritance and legacy
- Business organization
- The tort

## Mode of delivery

Lecture (12 LHRS)

## Ways of assessment

Coursework's and tests 60%

Exams 40%

## Key reading list

Reference and text material will include the following among others.

[General principles of law \( N.A. Saleem, Mercantile law](#) (M.C Kuchhal) 6<sup>th</sup> edition 2006

# MODULE 881 Research Methodology

## Brief description

This is an introductory module covering key concepts and terminologies in research methodologies. The ultimate aim is to provide students with standard approach to definitions and operational terms in research, Major Stages Involved in a Research Study, Problem Identification and an oversight into Sources of Research Problem.

## Module objectives.

By the end of this module students should be able to:

- Mention the main definitions and operational terms in research
- Explain the Major Stages Involved in a Research Study
- Explain the various stages of problem identification
- Elaborate on Sources of Research Problem, how they can be controlled

## Sub-modules 881 A

### Introduction

4hrs

- Definition and operational terms in research
- Types of research
- Bases of research
- Characteristics of a good research
- Characterized of a good researcher
- Problems encountered during a research study

## Sub-modules 881 B

### Major Stages Involved In a Research Study 4hrs

- Literature review and its sources
- Primary and secondary sources of
- Making extracts
- Journals, periodicals, newspapers, magazines, text books
- Writing footnotes, endnotes and references

**Sub-modules 881 C****Problem Identification****4hrs**

- Elements of study variables
- Definition of variables
- Types of variables
- Dependent and independent variables
- Constants and extraneous variables
- Homoscedasticity, heteroscedasticity, stochasticity of Variables during a research study

**Sub-modules 881 D****Sources of Research Problem****4hrs**

- Validity and reliability of a research study
- Threats of internal validity
- Research design and instruments
- Identification of a target population
- Factors determining a sample size
- Threats to external validity
- Control of extraneous variables
- Writing a research

**Mode of delivery**

Lecture (16 LHRs)

**Ways of assessment**

Coursework's and tests 60%

Exams 40%

**Key reading list**

Reference and text material will include the following among others.

Hunter, Laura and Erin Leahey. 2008. "Collaborative Research in Sociology: Trends and Contributing Factors".  
American Sociologist 39:290–306

Thomas S. Kuhn, The Function of Measurement in Modern Physical Science

# MODULE 882 RESEARCH METHODOLOGIES

## Brief description

In this module we review techniques vital for conducting research and data analysis. Areas explored are data collection methods, Hypothesis testing and data analysis, including Data presentation

## Course Objectives

The main objective of this module is to help students apply acquired knowledge and skills of research methodologies: by the end of this module should be able to.

- Demonstrate how marketing function
- State and define the various forms and methods of data collection
- Show Understand of procedures for Hypothesis testing and data analysis
- Explain a chi-square and its purpose in data analysis
- Identify different ways of data presentation

## Sub-modules 882 A

### Data collection

6hrs

- Definitions and forms of data collection
- \* Discussions
- \* Recommendations
- Methods of data collection
- Sampling
- Types of sampling
- Sampling techniques
- Abstraction
- Observation

## Sub-modules 882 B

### Hypothesis testing and data analysis

6hrs

- Theory of means and variance
- Classical tests Vs. Neo-classical tests
- Z distribution/normal tests
- T squares
- Chi- squares
- $r^2$  measures of fitness
- Regression and correlation



**Sub-modules 882 C****Data presentation****6hrs**

- Forms of data presentation
- Tabulation of research results
- Pictograms, pie charts, bar charts and graphs
- Conclusions about a research problem
- Bibliography
- Appendices

**Mode of delivery**

Lecture (18 LHRs)

**Ways of assessment**

Coursework's and tests	60%
Exams	40%

**Key reading list**

Reference and text material will include the following among others.

- **Hunter, Laura and Erin Leahey. 2008. "Collaborative Research in Sociology: Trends and Contributing Factors". *American Sociologist* 39:290–306**
- **Thomas S. Kuhn, *The Function of Measurement in Modern Physical Science***

# MODULE 951 ACCOUNTING PRINCIPLES

## Brief description

Accounting is an introductory course covering main aspects of guiding principles to accounting, introduction to accounting and book keeping, ledger and concept of double entry, balancing off accounts and the trail balance, cash book, bank reconciliation statement

## Module objectives.

By the end of this module students should be able to:

- Understand the main aspects of accounting and book keeping
- Understand ledgers and concept of double entry in accounting
- Explain how balance off accounting, trial balance and cash books are useful in manage of accounts
- Elaborate the usefulness of bank reconciliation statement.
- Illustrate the reconciliation procedure and reasons for discrepancies between cash book and bank statement balances.

## Sub-modules 951 A

### INTRODUCTION

**3 hrs**

- Definition of accounting and booking keeping
- Functions of accounting
- Accounting terminologies
- Book keeping of equation.
- Illustration of the equation

## Sub-modules 951 B

### THE LEDGER AND CONCEPT OF DOUBLE ENTRY

**3 hrs**

- Definition of ledger
- Types of ledgers
- Ruling of a ledger
- Rules of a double entry
- Double entry system of assets, liabilities and capital
- The asset of as stock

**Sub-modules 951 C****BALANCING OFF ACCOUNTS AND THE TRAIL 3 hrs**

- Definition of balancing all accounts and trial Balance
- Uses of a trial balance
- Posting of accounts to the trial balance

**Sub-modules 951 D****CASH BOOK 3 hrs**

- Definition of a cashbook
- Types Of cashbooks
- Illustration of the two types of cashbooks

**Sub-modules 951 E****BANK RECONCILIATION STATEMENT 4hrs**

- Definition of bank statement
- Item causing difference between the cash book and bank statement
- Reconciliation involving extracts from bank Statement.
- Reconciliation without adjusted cashbook
- Reconciliation of a bank overdraft

**Mode of delivery**

Lecture ( 16 HRS)

**Ways of assessment**

Coursework's and tests 60%

Exams 40%

**Key reading list**

Reference and text material will include the following among others.

1. Business accounting (frank wood
2. Accounting simplified (N.A Salemi)
3. Accounting principles (Edwards

Walpole, R.E (1982). Introduction to Statistics, London, Collier Macmillan Ltd.

# MODULE 952 ACCOUNTING PRINCIPLES

## Brief description

In this module we review techniques that are useful when carrying out Final accounts of a sole trader, Adjustments in the final accounts, Errors and Partnership to help broaden the understanding of the student basic concepts and application accounting principles

## Course Objectives

The main objective of this module is to help students apply their knowledge of accounting to find solutions to real life problems. The student will be able to:

- Demonstrate how final accounts of a sole trader are prepared
- Identify terms applied in adjustment of the final accounts
- Understand the various type of errors and how they are corrected when preparing income statement
- Master the preparation various accounts affecting the partners and the partnership.

### Sub-modules 952 A

#### Final accounts of a sole trader

- Trading account
- Profit and loss account
- Balance sheet

**4 hrs**

### Sub-modules 952 B

#### Adjustments in the final accounts

- Accruals
- Prepayments
- Provision for bad debts and reserves
- Provision for depreciation

**4 hrs**

### Sub-modules 952 C

#### Errors

- Types of Errors
- Correction of errors
- Preparation of adjusted profit statement. **4 hrs**

## **Sub-modules 952 D**

### **Partnership**

- Definition of Partnership
- Accounts of partnership business
- Illustration of partners' capital accounts **4 hrs**

### **Mode of delivery**

Lecture (**16 HRS**)

### **Ways of assessment**

Coursework's and tests	60%
Exams	40%

Key reading list

Reference and text material will include the following among others.

**Business accounting (frank wood**

**Accounting simplified (N.A Salemi)**

**Accounting principles (Edwards**

**Walpole, R.E (1982). Introduction to Statistics, London, Collier Macmillan Ltd.**

**Lyman, R.O and Longnecker, M (2001). An introduction to statistical methods and data analysis, 5<sup>th</sup> Edition, 511 Forest Lodge Road, Pacific Grove, CA 93950 USA, Wadsworth Group.**

**Freund, J.E, Williams, F.J. and Perles, B.M. (1993), Elementary Business Statistics. 6<sup>th</sup> Edition. Prentice Hall. Inc.**

# MODULE 933 FINANCIAL ACCOUNTING

## Brief description

Financial accounting involves the process of summarizing financial data taken from an organization's accounting records and publishing in the form of annual (or more frequent) reports for the benefit of people outside the organizational. This module is designed to introduce students to main ideas of financial accounting ie Manufacturing Accounts, Company accounts, and Hire purchase accounts

## Module objectives

The module is concerned with helping students understand the preparation of financial statements for decision makers, such as stockholders, suppliers, banks, employees, government agencies, owners, and other stakeholders. By the end of the module students should be able to.

- Show understanding of manufacturing accounts and how they are prepared
- Demonstrate understanding of the preparation of company accounts.
- Illustrate the preparation of hire purchase accounts.

### Sub-modules 933 A

#### **Manufacturing Accounts.**

**6 hrs**

- Accounts of a manufacturing company.
- Cost and profit statements.
- Calculation of manufacturing profit.
- Illustration of manufacturing accounts.

### Sub-modules 933 B

#### **Company accounts.**

**6 hrs**

- Definition of a company
- Accounts opened up for companies.
- Issue of shares and debentures
- Final accounts of companies.

### Sub-modules 933 C

#### **Hire purchase accounts.**

**6 hrs**

- Definition of hire purchase.
- Treatment of interest on hire purchase.
- Accounts opened up for hire purchase.
- Illustration of hire purchase accounts

**Mode of delivery**

Lecture ( **18 HRS**)

**Ways of assessment**

Coursework's and tests	60%
Exams	40%

Key reading list

Reference and text material will include the following among others.

1. Business accounting (frank wood
2. Accounting simplified (N.A Salemi)
3. Accounting principles (Edwards

# MODULE 934 FINANCIAL ACCOUNTING

## Brief description

This module further helps students to explore financial accounting in areas of; Royalty accounts, Bills of exchange, Joint Venture accounts, Accounting cycle as a student project

## Course objectives

By the end of the module the student should be able to:

- Show understanding of the definition and illustrations of royalty accounts
- Describe and illustrate how accounts opened and parties under bills of exchange are handled.
- Show relevance and applicability of joint venture accounts.
- Explain the accounting cycle as a students project

<b>Sub-modules 934 A</b>	<b>Royalty accounts:</b> -Definition of royalty -Land lord, lessor and lessee accounts. -Illustration of royalty accounts.	<b>5 hrs</b>
<b>Sub-modules 934 B</b>	<b>Bills of exchange:</b> - Definition of a bill of exchange. -Parties to a bill of exchange. -Accounts opened up for a bill of exchange. -Illustration of bill of exchange accounts.	<b>5 hrs</b>
<b>Sub-modules 934 C</b>	<b>Joint Venture accounts.</b> - Definition of a joint venture. -Parties to a joint venture. -Accounts opened up for joint ventures -Illustration of joint venture accounts	<b>4 hrs</b>
<b>Sub-modules 934 D</b>	<b>Accounting cycle as a student project</b> -Filling up journals and ledgers. -Preparation of financial statements	<b>4 hrs</b>



**Mode of delivery**

Lecture ( **18 LHRS**)

**Ways of assessment**

Coursework's and tests 60%

Exams 40%

Key reading list

Reference and text material will include the following among others.

1. **Business accounting (frank wood**

2. **Accounting simplified (N.A Salemi)**

3. **Accounting principles (Edwards Elliot, Barry & Elliot, Jamie: *Financial accounting and reporting*, Prentice Hall, London 2004, ISBN 0273703641, p.4**

4. **Lloyd Earnest: *Principles of Accountancy*, Goodyear-Marshall Publishing Co., Cedar Rapids, Iowa, 1913, p.7**

# MODULE 941 Auditing

## Brief description

This is an introductory module in auditing. Audits are performed to ascertain the validity and reliability of information; also to provide an assessment of a system's internal control. The student under this module is introduced to basic auditing concepts and terminologies like, statutory audits, Internal audits, Appointment of the Auditor, Internal Control System, together with advantages and disadvantages involved.

## Course objectives

On completion of this module the student should be able to:

- Show who is and what makes an auditor.
- Define the key terms in auditing, advantages and the differences that exist between them
- Demonstrate an understand what entails Appointment of the Auditor
- Explain in details how Internal Control System works and influence auditing
- Demonstrate understanding of internal auditing procedure, how they are applied including merits and demerits possibly encountered.

## Sub-modules 941 A

### Introduction

4hrs

- Definition of auditing
- Objectives of an audit
- Error in books of accounts
- Differences between auditing and accountancy
- Differences between auditing and investigation
- Advantages of an audit
- Quantities of an auditor
- Ethics of an auditor

**Sub-modules 941 B**

**Types Of Audits**

**5 hrs**

- Statutory audits
- Private audits
- Internal audits
- Continuous audits
- Interim audit
- Management audit
- Standard audit
- Balance sheet audit
- Final audit

**Sub-modules 941 C**

**Appointment of the Auditor**

**5hrs**

- General approach of the appointment of the auditor
- Specific approach to the appointment of the auditor
- Who can be an auditor (qualification)
- Who cannot be an auditor?
- Remuneration of the auditor
- Removal of the auditor
- Rights of an auditor
- Duties of an auditor

**Sub-modules 941 D**

**Internal Control System**

**5 HRS**

- Definition
- Types of controls
- Characteristics of a sound internal control system
- Advantages / objectives of internal control system
- Disadvantages of a strong internal system
- Techniques used by auditors to assess the strength or weaknesses of internal control systems.
- Circumstances which indicate weakness in internal Control system

**Sub-modules 941 E****Internal Auditing****6 HRS**

- Definition
- Areas the internal and external auditors have in common
- Aims / areas the internal audit department
  - Can assist the external auditor during the audit work
- Functions of the internal audit department
- Advantages and disadvantages of internal auditing
- Differences between internal and external auditing
- Stages of an audit
- Audit planning
- Audit control
- Audit recording
- Storage of audit records
- Commencement of an audit
- Factors to be considered before an auditor commences an audit
- Letter of engagement
- Audit programme
- Audit flow charts

**Mode of delivery**Lecture ( **25 LHRS**)**Ways of assessment**

Coursework's and tests	60%
Exams	40%

**Key reading list**

Reference and text material will include the following among others.

**Cost Audit Hand Book, p. 5. Institute of Cost and Management Accountants of Pakistan (2001).**

**Cutting, Thomas (January 12, 2008). "How to Survive an Audit". PM Hut. Retrieved December 13, 2009**

- **Principles of Auditing by Mannaseh 2<sup>nd</sup> edition**

# MODULE 942 Auditing

## Brief description

This module introduces students to vital techniques in preparation of audit reports and assessments on assets. It encompasses Audit Evidence, Practical Auditing, Verification of Assets and Liabilities, Audit Of Limited Companies, Liabilities of the Auditor, Audit Reports.

## Course objectives

By the end of the module the student should:

Have understood Audit Evidence, Practical Auditing, Verification of Assets and Liabilities, Audit Of Limited Companies, Liabilities of the Auditor, preparation of Audit Reports

### Sub-modules 942 A

#### Audit Evidence

**4 HRS**

- Definition
- Types of audit evidence
- Limitation of audit evidence

### Sub-modules 942 B

#### Practical Auditing

**5 HRS**

- Vouching of entries
- Compliance and substantive tests
- Internal control questionnaire on credit sales and debtors
- Circularization of debtors
- Teeming and lading

### Sub-modules 942 C

#### Verification of Assets and Liabilities

**5 HRS**

- Steps to be followed while verifying assets
- Internal control measures for fixed assets
- Verification of different assets including freehold properties
- Leasehold properties, equipment, motor vehicles and Intangible assets

<b>Sub-modules 942 D</b>	<b>Audits of Limited Companies</b>	<b>4 HRS</b>
	- Documents to be examined in the audit of companies	
	- Books to be examined	

<b>Sub-modules 942 E</b>	<b>Liabilities of the Auditor</b>	<b>2 HRS</b>
	- Liabilities of the auditor under private audit	
	- Liabilities under company act	
	- Liabilities of eth auditor to third parties	
	- Liability of the auditor under criminal law	

<b>Sub-modules 942 F</b>	<b>Audit Reports</b>	<b>2 HRS</b>
	- Definition	
	- Types of reports	
	- post balance sheet events	

**Mode of delivery**

Lecture (**18 LHRS**)

Tutorials (**04** hrs)

**Ways of assessment**

Coursework's and tests	60%
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Exams	40%
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**Key reading list**

Reference and text material will include the following among others.

- **Cost-Audit-Handbook Institute of Cost and Management Accountants of Pakistan (2001).**
- **Principles of Auditing by Mannaseh 2<sup>nd</sup> edition**

# MODULE 981 BUSINESS-STATISTICS

## Brief description

This is an introductory module covering main aspects of business statistics; it basic looks at introduction to statistics, data collection instruments, frequency tables and graphs, measures of dispersion, sets and logic, probability laws and Bayer's theorem

## Module objectives.

By the end of this module students should be able to:

- Show Understanding of use and types of statistics in business.
- Identify various data collection instruments
- Demonstrate how to use frequency tables and graphs in data analysis.
- Elaborate the usefulness on how measures of dispersion is determined
- Show application of probability laws and Bayer's theorem

<b>Sub-modules 981 A</b>	<b>INTRODUCTION</b> <ul style="list-style-type: none"><li>- Definition</li><li>- Uses of statistics</li><li>- Variables</li><li>- Types of statistics</li><li>- Time series</li></ul>	<b>2hrs</b>
<b>Sub-modules 981 B</b>	<b>DATA COLLECTION INSTRUMENTS</b> <ul style="list-style-type: none"><li>- Sampling</li><li>- Observation</li><li>- interviewing</li></ul>	<b>2hrs</b>
<b>Sub-modules 981 C</b>	<b>Frequency tables and graphs</b> <ul style="list-style-type: none"><li>- Measures of central tendency</li><li>- Ungrouped data</li><li>- Grouped data</li><li>- Mean, median, mode, harmonic mean</li></ul>	<b>6hrs</b>
<b>Sub-modules 981 D</b>	<b>MEASURES OF DISPERSION</b> <ul style="list-style-type: none"><li>- Interruption range<ul style="list-style-type: none"><li>➤ Variance</li></ul></li></ul>	<b>4hrs</b>

- standard deviation
- coefficient of deviation
- Linear transformations

**Sub-modules 981 E**

**SETS AND LOGIC**

**4hrs**

- Types of sets
- Intersection and union of sets
  - Counting techniques
  - Permutations and combinations

**Sub-modules 981 F**

**PROBABILITY LAWS**

**5hrs**

- Addition and multiplication laws
- Events and their probabilities
- Conditional probability
- Independence and dependence

**BAYER'S THEOREM**

**Mode of delivery**

Lecture (18 LHRS)

Tutorials (05 HRS)

**Ways of assessment**

Exams

40%

Coursework's and tests

60%

**Key reading list**

Reference and text material will include the following among others.

**Business accounting (frank wood**

**Accounting simplified (N.A Salemi)**

**Accounting principles (Edwards**

**Quantitative Techniques for Accounting and Business studies Dr. J.M.V Ngaboyosonga and Mugisha Innocent 3<sup>rd</sup> edition 2009**

**Walpole, R.E (1982). Introduction to Statistics, London, Collier Macmillan Ltd.**

**Lyman, R.O and Longneck, M (2001). An introduction to statistical methods and data analysis, 5<sup>th</sup> Edition, 511 Forest Lodge Road, Pacific Grove, CA 93950 USA, Wadsworth Group.**

**Freund, J.E, Williams, F.J. and Perles, B.M. (1993), Elementary Business Statistics. 6<sup>th</sup> Edition. Prentice Hall. Inc.**



# MODULE 982 BUSINESS STATISTICS

## Brief description

In this module we review techniques that are useful business statistics which are important for building skills in business calculations. The module explores Probability distributions, Index Numbers, Regression theory and Correlation.

## Course Objectives

The main objective of this module is to help students gain problem solving skill. By the end of the module the student will be able to:

- Show understanding of Probability distributions
- Calculate index numbers and show how they are useful in drawing comparisons for income.
- Explain regression theory together with advantages and disadvantage associated with it.
- Describe correlation and how it relates with regression.

### Sub-modules 982 A

#### Probability distributions

**5hrs**

- Discrete random variables
- Means and variance
- The normal distribution
- Binomial distribution
- Poisson distribution
- Notations

### Sub-modules 982 B

#### Index Numbers

**4hrs**

- Price indices
- Index comparison of real income
- Practical uses of indices

**Sub-modules 982 C****Regression theory****5hrs**

- The mean and variance of B and A
- Interpretation of regression results
- Confidence intervals
- Interpolation and extrapolation
- Advantages and disadvantages
- Multi linearity
- Dummies

**Sub-modules 982 D****Correlation****4hrs**

- Simple correlation
- Correlation and regression
- Partial correlation

**Mode of delivery**Lecture ( **18 LHRS**)**Ways of assessment**

Coursework's and tests

**60%**

Exams

**40%****Key reading list**

Reference and text material will include the following among others.

**Business accounting (frank wood****Accounting simplified (N.A Salemi)****Accounting principles (Edwards****Quantitative Techniques for Accounting and Business studies Dr. J.M.V Ngaboyosonga and Mugisha Innocent 3<sup>rd</sup> edition 2009****Walpole, R.E (1982). Introduction to Statistics, London, Collier Macmillan Ltd.****Lyman, R.O and Longnecker, M (2001). An introduction to statistical methods and data analysis, 5<sup>th</sup> Edition, 511 Forest Lodge Road, Pacific Grove, CA 93950 USA, Wadsworth Group****Freund, J.E, Williams, F.J. and Perles, B.M. (1993), Elementary Business Statistics. 6<sup>th</sup> Edition. Prentice Hall. Inc.****Harshbarger Reynolds (Mathematical Application)****Thomas And Ronald (Introductory Statistics)****Chiang (Introduction To Basic Mathematics)**

# MODULE 831 Human Resource Management

## Brief description

This module seeks to highlighten skills and techniques vital for management of human resource to realize optimum of it s ability and skills at workplace. Therefore it will explore the following areas, man power planning, training and development of man power, procedures of labour reward, role of /personnel /human resources manager, and Manpower planning focus on LDCs.

## Course objectives

On completion of this module the student should be able to:

- Show understanding of man power planning and it types
- Explain the importance training and development of man power
- Identify types advertisement and it importance
- Show an Understanding of what entails procedures of labour reward
- Identify role of /personnel/human resources manager
- Explain in details Manpower planning focus on LDCs.

## Sub-modules 833 A

### Introduction

5 hrs

- Objectives
- Manpower planning
- Types i.e. short term and long term man power plans
- Resentment and selection of manpower
- Engagement and induction/ orientation
- Training and development of manpower

## Sub-modules 833 B

### Labour

5hrs

- Labour rewards
- Promotion of man power
- Labour law in relation to the employees at work safety Act.
- Major terms used under personnel/human resource management
- Job extension
- Labour turn over
- Labour analysis and Design

**Sub-modules 833 C****Manpower planning focus on LDCs****5 hrs**

- Stages in recruitment
- Sources of manpower
- Motivation advantages and disadvantages of training and development setbacks in LDC
- Salaries, wages, fringe benefits, bonuses, incentives
- Grounds, advantages and disadvantages
- Retirement and dismissal
- Personnel specification
- Duty Rotation

**Mode of delivery**Lecture (15 **LHRS**)**Ways of assessment**

Coursework's and tests 60%

Exams 40%

**Key reading list**

Reference and text material will include the following among others.

1. Human resource by komuhando M. Birungi
2. International Human resource Management 2nd edition by Anne wil Harzing and Joris Van Ruysseveldt
3. Strategic Human Resource Management by Olivve Lundy and Alan Cowling.
4. Uganda's Human resource Challenge by Jorg Wiegratz

# **MODULE 441 PUBLIC FINANCE AND REGULATION.**

## **Brief description**

This IS an introductory module on public finance and regulation it explore guidelines on resource allocation in the public sector, it undertakes to explain ,the need for public sector, policy objectives the allocation function of the public sector, the distribution function of the public sector , stabilization function, Coordination of the budget function

## **Module objectives.**

By the end of this module students should be able to:

- Identify the need for public
- Describe the policy objectives the allocation function of the public sector
- Show understanding of the distribution function of the public sector
- Explain the stabilization function and Coordination of the budget function

## **Content**

**8 hrs**

- The need for public sector
- The policy objectives the allocation function of the public sector
- The distribution functions of the public sector.
- The stabilization function
- Coordination of the budget function

## **Mode of delivery**

Lecture ( 8 LHRS)

## **Ways of assessment**

Coursework's and tests	60%
Exams	40%

## **Key reading list**

Reference and text material will include the following among others.

1. Public finance in theory and practice 5<sup>th</sup> edition by Musgrave.
2. Prepared manuals in public finance.

# **PUBLIC FINANCE AND REGULATIONS II 442**

## **Brief description**

In this module we review guidelines and techniques for implementation of public finance and regulations For instance Financial regulation and accounting procedures, Budgeting and budgetary control annual estimates, Avenues, . Expenditure, Accounting

## **Course Objectives**

By the end of the module the student will be able to:

Show understanding of financial regulation and accounting procedures

Identify the Budgeting and budgetary control annual estimates

- State the Avenues and procedures of collecting revenue.
- Describe the procedures of expenditure and accounting
- Explain what entail office layout/management.

### **Sub-modules 442 A**

#### **Financial regulation and accounting procedures 3 hrs**

Accounting policies  
Accounting arrangement  
Internal audit.

### **Sub-modules 442 B**

#### **Budgeting and budgetary control annual estimates 4 hrs**

General principles of budgeting under budgetary  
Control  
Budget preparation and budget format  
Type's of budgets  
Advantages and disadvantages of budgeting  
Government transfers and donor funds

### **Sub-modules 442 C**

#### **Revenues. 5 hrs**

Revenue register  
Usual basic accounting  
Graduated tax and its reasons  
Tax collector register  
Cash register

Collection of revenue  
 Collection of a cash book  
 Banking of revenue  
 Accounting for revenue  
 - Arrears of revenue

**Sub-modules 871 D**

**Expenditure**

**4 hrs**

-Vote hook  
 -Local purchase order  
 -Payment voucher  
 -Reconciliation of the vote hook  
 -Department warrant  
 -Staff' payroll  
 -Payment of salaries by cheque  
 - Composite payment vouchers

**Sub-modules 871 E**

**Accounting**

**5 hrs**

Cash basis accounting and  
 Books of accounts  
 Hank reconciliation  
 Journals and journal vouchers  
 Types of accounts  
 Revenue account at the end of the year

**Mode of delivery**

Lecture ( 21 LHRS)

**Ways of assessment**

Coursework's and tests 60%

Exams 40%

Key reading list

Reference and text material will include the following among others.

3. Public finance in theory and practice 5<sup>th</sup> edition by Musgrave.

4. Prepared manuals in public finance.

## MODULE 411 DECENTRALISATION

### Brief description

This introduces a student to concepts and terminologies of decentralisation. In brief decentralisation is political decision undertaken by government to empower local and grassroots entities/administrative structures, with power to decide on allocation of resources, services and other community responsibilities while the centre maintains a supervisory role. Therefore the module explores the background of decentralisation, decentralisation policy in Uganda, devolution of powers and implementation of decentralisation

### Module objectives

By the end of this module students should be able to:

- Show understanding of the background of decentralisation
- Elaborate on decentralisation policy in Uganda
- Identify criticisms and problems associated with decentralisation
- Explain what entails devolution of powers and how it influences political, social and economic interests of a state. And local entities.
- Show understanding of Implementation process of decentralization

### Sub-modules 411 A

#### Background

2 hrs

- Evolution and definition
- Characteristics of local government

### Sub-modules 411 B

#### The demand of decentralization

2hrs

- Criticisms of decentralization
- Problems of local governments
- Decentralization policy in Uganda

### Sub-modules 411 C

#### Devolution

2 hrs

- characteristics of devolution



- deconcentration
- functions of devolution system
- Advantages and disadvantages of the system.

## **Sub-modules 411 D**

### **Implementation of the process of decentralization 4 hrs**

- Characteristics of federalism
- Conditions of federalism

## **Mode of delivery**

Lecture (10 LHRs)

## **Ways of assessment**

Coursework's and tests 60%

Exams 40%

## **Key reading list**

Reference and text material will include the following among others.

1. Clayton, Andrew "NGOs and Decentralised Government in Africa," INTRAC Occasional Papers Series No. 18 (INTRAC, 1998)
2. Chambers, Robert, *Whose Reality Counts: Putting the First Last*, (Intermediate Technology Publications,
3. Golooba-Mutebi, Frederick *Decentralisation, democracy and Development Administration in Uganda, 1986-1996*. Doctoral Dissertation submitted to the London School of Economics and Political Science, 1999

# PRINTING TECHNOLOGY 250

## Brief description

This module Introduces student to printing technology, this unit of the course is important in helping a student generate knowledge and techniques of printing. The module also introduce students to use of modern printing equipment and technology which have been vital in production of quality works and reducing the amount of time spent on a particular piece. It explores Introduction to printing, printing techniques, colour modules and terminologies, use of devices in printing ink types and press, planning printing projects, a student performs practical printing practice at end of every sub module

## Module objectives.

By the end of this module students should be able to:

- Demonstrate Understanding of Introduction to printing and printing techniques
- Show Understanding of colour modules and terminologies in printing
- Demonstrate understanding of use of devices in printing, ink types and press
- Explain the importance of copy rights in graphic designing
- Planning a designing project
- Apply knowledge of performing a Practical design practice at the end of every sub module.

## Sub module 251

**6hrs**

- Introduction to printing
- What are prints?
- How are prints created

Printing techniques

- Wood cut

- Engraving
- Etching
- Mezzotint
- Aquatint
- Dry point

- Lithography
- Screen printing
- Monotype
- Monotype

- Monoprint
- Digital printings
- Foil imaging
- Practical design practice (class work 7)

## **Sub module 252**

- Resolution
- Legibility
- Colour printing
- Colour modules
- a) RGB ( Red green blue )
- b) CMYK ( Cyan-Magenta-Yellow-Black)
- c) Image settlers
- Colour terminologies.
- a) Gamut

## **6hrs**

- b) Chromes
- c) Value
- d) Temperature.
- Quality of print
- a) Basic
- b) good
- c) premium
- d) show case
- Practical design practice (class work 8)

## **Sub module 253**

**4hrs**

- Major print techniques
  - a) Process printing
  - b) Spot color printing
- Photos
  - a) Interpolation.
  - b) Quality ie Halftone, duotone, Separation, high fidelity.
- Practical design practice (class work 9)

## **Sub module 254**

**4hrs**

- **Devices**
  - a) Scanners
  - b) photocopiers
  - c) cameras
  - d) printers (all types)
- **Paper.**
  - a) Types of paper- bond, bank etc.
    - Attributes. I.e. brightness, opacity, grain, weight, caliper, dot gain
  - Practical design practice (class work 10)

## **Sub module 255**

**6hrs**

- Ink
  - a) Types of ink
  - b) Drying of ink
  - c) Attributes of ink
- Press
  - a) Plates
  - b) Plate making process
  - c) Planography
  - d) Intaglio
  - e) Relief
  - f) Flexography
  - g) Letter press
  - h) Gravure
  - i) Stencil
  - j) Screen printing
  - k) Electrostatic printing
  - l) Imposition
  - m) Modern printers.
- Practical design practice (class work 11)

## **Sub module 256**

**4hrs**

- Planning a printing project
- Copy rights
- Practical printing practice
- Practical design practice (class work 12)

**Mode of delivery**

Lecture (15 LHRS)

Practical and tutorials (15 hrs)

**Ways of assessment**

Coursework's and tests 60%

Exams 40%

**Key reading list**

Reference and text material will include the following among others.

1. **Baker, Steve (1990). "The Sign of the Self in the Metropolis". *Journal of Design History* (Oxford University Press) 3 (4): 228**
2. **Meggs, Philip B., 'A history of graphic design'. New York: Van Nostrand Reinhold, 1983**
3. **Gregory Thomas, *How to Design Logos, Symbols and Icons: 24 Internationally Renowned Studios Reveal How They Develop Trademarks for Print and New Media*, April 2003, pp:4**
4. **Kaj Johansson, Peter Lundberg, and Robert Ryberg "A Guide To Graphic Print Production" pp.36**

# **Principles of graphic designing 300**

## **Brief description**

Introduces student to principles of graphics and designing, the module is important in imparting creative skills of designing modeling to student. The module explores Introduction to graphic designing, the concept of balance ,contrast and distinctions, Gestalt as a concept in design, Proportionality as a design element, unity parts and elements of “white space”, Computer, creative processes and file types, copy right , Planning a designing project and a student performs a Practical design practice at the end of every sub module.

## **Module objectives.**

By the end of this module students should be able to:

- Demonstrate Understanding of basic concepts in graphic designing
- Show Understanding of Proportionality as a design element
- Explain unity parts and elements of “white space”,
- Demonstrate understanding of creative processes and file types in computer designing
- Explain the importance of copy rights in graphic designing
- Planning a designing project
- Apply knowledge of performing a Practical design practice at the end of every sub module.

## **Sub module 304**

**6hrs**

- Introduction to graphic designing
- Alignment processes
- The concept of balance
- Contrast and distinctions
- Practical design practice (class work 1)

**Sub module 305****4hrs**

- Emphasis of elements
- Gestalt as a concept in design
- Harmony in design
- Movement.
- Practical design practice (class work 2)

**Sub module 306****5hrs**

- Proportionality as a design element
- Repetition
- Rhythm
- Practical design practice (class work 3)

**Sub module 307**

- Unity of parts
- The elements of “white space”
- Practical design practice (class work 4)

**Sub module 308****5hrs**

Computer and creative processes.

File types

– PICT

– TIFF

– EPS

– JPEG

– DCS

– PDF

– GIF-8-bit

Practical design practice (class work 5)

**Sub module 309****4hrs**



- Copy rights
- Planning a designing project
- Practical design practice (class work6)

### **Mode of delivery**

Lecture ( 12 LHRS)

Practical and tutorials ( 12 hrs)

### **Ways of assessment**

Coursework's and tests 60%

Exams 40%

### **Key reading list**

Reference and text material will include the following among others.

**5. Baker, Steve (1990). "The Sign of the Self in the Metropolis". *Journal of Design History* (Oxford University Press) 3 (4): 228**

**6. Meggs, Philip B., 'A history of graphic design'. New York: Van Nostrand Reinhold, 1983**

**7. Gregory Thomas, *How to Design Logos, Symbols and Icons: 24 Internationally Renowned Studios Reveal How They Develop Trademarks for Print and New Media*, April 2003, pp:4**

**8. Kaj Johansson, Peter Lundberg, and Robert Ryberg "A Guide To Graphic Print Production" pp.36**

## **MODULE 600 AUTO MOBILE TECHNOLOGIES**

### **Brief description**

This module Introduces student to skills and terminologies in Auto mobile technology, it explores overview and introduction to motor vehicles, Engine lubrication, and Petrol fuel supply systems lay out, Batteries and construction, Ignition systems, Braking systems, Transmission system and Fundamentals of motor vehicle electricity.

### **Module objectives.**

By the end of this module students should be able to:

- Demonstrate Understanding of overview and introduction to motor vehicles
- Show Understanding of Engine lubrication and Petrol fuel supply systems lay out
- Explain how Batteries and construction Ignition systems operate.
- Demonstrate how Transmission system and Fundamentals of motor vehicle electricity works

### **Content**

#### **Sub-modules 601**

**5 hrs**

- Over view and introduction to motor vehicles
- Chassis and body construction Lay our of private cars and commercial vehicles
- Petrol engine construction and operation

#### **Sub-modules 602**

**5 hrs**

- Engine lubrication i.e. need for lubrication. Properties of lubricants, types of lubricants. Types of lubrication systems, oil filters, Oil pumps and crank case ventilation.
- Petrol fuel supply systems lay out. Fuel pumps. Filters and air cleaners. Carburetors and chemically correct fuel/air mixture (stoichiometry)

- Engine cooling systems: forms, radiators. thermostats, water pumps, temperature gauges and fans

### **Sub-modules 603**

**5 hrs**

- Batteries and construction, dry charged and wet charged electrochemical reaction
- Ignition systems; conventional coil types and components discussed in details
- Transistorized magneto and other types briefly discussed.
- Ignition coils, condensers, distributors, breaker points, dwell angles and spark plugs.

### **Sub-modules 604**

**5 hrs**

- Braking systems: hydraulic and mechanical; operations and construction of types, master cylinders and wheel cylinders, drum and disc brakes.
- Compression ignition (diesel) engine, construction and operation.
- The two stroke engine (clerk's cycle of operation)

### **Sub-modules 605**

**5 hrs**

- Transmission system; clutch, gear box, propeller shaft and driving shafts, differential final drive and rear axles.
- Fundamentals of motor vehicle electricity

### **Mode of delivery**

Lecture (**25 LHRS**)

### **Ways of assessment**

Coursework's and tests	60%
Exams	40%

**Key reading list**

Reference and text material will include the following among others.

1. KIRPAL SINGH 8<sup>th</sup> edition , Automobile Engineering
2. KIRPAL SINGH 9<sup>th</sup> edition , Automobile Engineering
3. MOTIVATE
- 3 CHAPMAN W.A.J v Workshop technology part 1

# MODULE 640 AUTO MOBILE PRACTICALS

## Brief description

This module Introduces student to Auto mobile technology practical skills, explored are Engine oil, filter change and Transmission (gear box and differential, oil change and oil level checks, Oil identification **by** SAE numbers Testing and repair of oil pumps, Electrolyte preparation, charging procedures and precautions, installation, hydrometer and high rate discharge tests, Striping of drum and disc brakes; replacement of shoes, wheel cylinder pistons, pads etc.

## Module objectives.

By the end of this module students should be able to:

- Demonstrate Understanding of Engine oil, filter change and Transmission (gear box and differential, oil change and oil level checks
- Show Understanding of oil change and oil level checks, Oil identification **by** SAE numbers testing and repair of oil pumps.
- Explain how installation, hydrometer and high rate discharge tests.
- Demonstrate how Clutch striping and refitting is performed.
- 

## Sub-modules 641

**8 hrs**

- Routine checks before a vehicle is driven
- Engine oil and filter change
- Transmission (gear box and differential, oil change and oil level checks
- Air filter cleaning
- Spark plug electrode gap setting and clearing
- Greasing of various
- Valve grinding
- Valve clearance setting
- Decarbonising of - combustion chambers Value spring removal and refitting

**Sub-modules 642****8 hrs**

- Oil identification **by** SAE numbers Testing and repair of oil pumps
- Petrol fuel supply systems servicing i.e. fuel tank and gauge servicing and repair
- Fuel pump testing, Carburetor servicing and repair
- Remedies to overheating, radiator flashing, thermostat testing.
- Cooling system general maintenance.

**Sub-modules 641****8 hrs**

- Electrolyte preparation, charging procedures and precautions, installation, hydrometer and high rate discharge tests
- Breaker points gap. setting
- Testing for a faulty spark plug
- Ignition timing operations.
- Electrode gap setting Installation of contact breakers and condensers

**Sub-modules 641****8 hrs**

- Adjustment of the shoe- to-drum clearance
- Striping of drum and disc brakes; replacement of shoes, wheel cylinder pistons, pads etc.
- Master cylinder servicing and repair
- Bleeding air from the diesel fuel system
- Testing injector nozzles for correct operation
- Calibration and phasing of injector pumps
- Injection timing
- Injector nozzle cleaning
- Servicing a two-stroke generator.

**Sub-modules 641****8 hrs**

- Clutch striping and refitting

- Adjustment of mechanical clutches
- Providing a remedy to gearbox faults e.g. whine, knocking. Gears jumping out of mesh etc.
- Propeller fitting and universal points repair and servicing
- Differential servicing and repair
- Rear axle and driving shaft servicing
- Starter servicing and repair, alternator repair, testing for alternator efficiency

### **Mode of delivery**

Lecture (20 **LHRS**)

Practical (20 hrs)

### **Ways of assessment**

Coursework's and tests 60%

Exams 40%

### **Key reading list**

Reference and text material will include the following among others.

1. KIRPAL SINGH 8<sup>th</sup> edition, Automobile Engineering
2. KIRPAL SINGH 9<sup>th</sup> edition, Automobile Engineering
3. MOTIVATE
4. MUDD, SJ Technology for motor mechanics part 1,2 and 3(second ed).

# MODULE 630 TECHNICAL DRAWING

## Brief description

Introduces student to technical drawing in motor vehicle mechanics, the module is important in imparting creative skills of designing modeling to student. The module explores Interpretation of simple engineering drawing, Lubricating oil additives and Viscosity index, Reading of sectional views, geometrical constructions related to marking out problems, Application of technical principles of sketching and drawing, Sketches and drawings of various types clutch and operating mechanisms, gear boxes.

## Module objectives.

By the end of this module students should be able to:

- Demonstrate Understanding of Interpretation of simple engineering drawing
- Show Understanding of Lubricating oil additives and Viscosity index
- Explain mass and acceleration; Newton's laws of motion, mass and inertia
- Demonstrate how Reading of sectional views, geometrical constructions related to marking out problems
- Show Application of technical principles of sketching and drawing
- Apply knowledge of Sketching and drawings of various types clutch and operating mechanisms, gear boxes

## Sub-modules 631

**6 hrs**

- Construction of various angles
- Interpretation of simple engineering drawings.
- Principles of projection and their use in simple sketches of solids

## Sub-modules 632

**5 hrs**

- Lubricating oil additives.
- Viscosity index
- Oil viscosity tests
- SAE viscosity rating
- Fuels and combustion; elements, compounds and mixtures. Combustion equations. Liquid fuels and their properties. relative atomic and molecular mass,
- Temperature and quantity of heat
- Change of state and latent heat



- Sketching and drawing of simple components in orthographic projection (first and angle and third angle) with dimensions.
- Introduction to limits and tolerances and their inclusion ii: the dimensioning of sketches and drawings

### **Sub-modules 633**

**5 hrs**

- Reading of sectional views, geometrical constructions related to marking out problems.
- Sketches and drawings of components to show the operating principles of components at simple assembly
- Sketches and drawings of electrical components

### **Sub-modules 634**

**5 hrs**

- Application of technical principles of sketching and drawing to the production of brakes, steering and suspending gear box, rear and engine.
- Line diagrams illustrating fuel supply, electric circuits etc

### **Sub-modules 635**

**5hrs**

- Sketches and drawings of various types clutch and operating mechanisms, gear boxes
- Use of cross
- sectional view applying then units dealt with in motor vehicle' technology
- Conventional representation screw thread: springs, gear wheels and ball bearings

### **Mode of delivery**

Lecture ( 26 LHRs)

Practical and tutorials ( 18 hrs)

### **Ways of assessment**

Coursework's and tests 60%

Exams 40%

### **Key reading list**

Reference and text material will include the following among others.

OKELLO AMBOK Technical drawing for schools and colleges

TERENCE DRISCOLL Technical drawing for Today

## **MODULE 620 SCIENCE AND CALCULATIONS**

### **Brief description**

Introduces student to science and calculation in motor vehicle mechanics ,the module is vital in bring students to theoretical part of the course and the bearing calculation has in determining accuracy of mechanical problems which might need attention of a professional, some of areas explored are: Relationship between linear and angular motion, Viscosity measurement using a red wood viscometer, Force, mass and acceleration; Newton's laws of motion, mass and inertia, Friction; laws for dry surfaces, coefficient of friction, elementary theory of shoe and disc brakes Advantages of friction and Gear box ratio and rear axle gear ratio

### **Module objectives.**

By the end of this module students should be able to:

- Demonstrate Understanding of Relationship between linear and angular motion
- Show Understanding of Viscosity measurement using a red wood viscometer
- Explain mass and acceleration; Newton's laws of motion, mass and inertia
- Demonstrate how Friction; laws for dry surfaces, coefficient of friction, elementary theory of shoe are determined
- Show Advantages of friction braking and Gear box ratio and rear axle gear ratio

### **Sub-modules 621**

**5hrs**

- Angular motion
- Relationship between linear and angular motion.
- Understanding engine torque, brake power, mean effective pressure, indicated power, mechanical, thermal and volumetric efficiency and brake mean effective pressure

### **Sub-modules 622**

**5 hrs**

- Viscosity measurement using a red wood viscometer
- Probable causes and remedies for abnormal oil pressure gauge readings
- Workshop tools i.e. files, hammers. punches. vices. Chisels
- Marking out with scribes, dividers etc.

### **Sub-modules 622**

**5 hrs**

- Force, mass and acceleration; Newton's laws of motion, mass and inertia
- Work, energy and power; work done in lifting objects, the laws of conservation of energy, power
- Force acting at a point; representation of a force, parallelogram, triangle and polygon of forces,
- Bows notation

### **Sub-modules 622**

**5 hrs**

- Friction; laws for dry surfaces, coefficient of friction, elementary theory of shoe and disc brakes  
Advantages of friction
- Simple machines.
- The laws of machine and pulley systems
- Gas laws, the general gas equation Boyle's law, relation, between pressure and temperature
- Expansion of solids

### **Sub-modules 622**

**5 hrs**

- Gear box ratio and rear axle gear ratio.
- Overall gear ratio
- Torque ratio
- Practical determination of the gearbox and rear axle ratios without dismantling any of these components
- Basic electrical calculations e.g. resistance, emf, current etc.

### **Mode of delivery**

Lecture ( 25 LHRS)

### **Ways of assessment**

Coursework's and tests	60%
Exams	40%

### **Key reading list**

Reference and text material will include the following among others.

1.ZAMMIT S.J Motor Vehicle Engineering Science.

# MODULE 611 WORKSHOP PRACTICE

## Brief description

This module introduces students to workshop practice which provide an avenue of practical engagement for the student to come into contact with motor vehicle repair and parts replacement an area which would in future occupy most of his professional life as a mechanic. The module undertakes explaining in detail the concepts and terminologies of workshop practice.

## Module objectives.

By the end of this module students should be able to:

- Explain what compliments workshop safety.
- Show Understanding of Micrometers i.e. external and internal, measuring with them, testing their accuracy
- Identify the Types of fluxes and their uses
- Apply knowledge on Threading; types of threads, cross-section of screw threads, internal threading with taps, external threading with dies.

## content.

### Sub-modules 611 4 hrs

- Workshop safety
- Physical properties of materials
- Ferrous and nonferrous metals
- Alloying metals and the properties they impart to carbon steel
- Materials used for construction of the different engine parts and reasons for their use.
- Engine compression testing using compression

### Sub-modules 611 4 hrs

- Workshop safety
- Physical properties of materials
- Ferrous and nonferrous metals
- Alloying metals and the properties they impart to carbon steel
- Materials used for construction of the different engine parts and reasons for their use.
- Engine compression testing using compression teeters

### Sub-modules 611 3 hrs

- Micrometers i.e. external and internal, measuring with them, testing their accuracy

- Venire calipers, their uses, precautions and care needed

**Sub-modules 611** 4 hrs

- Metal joining; soldering essentials, procedures and types of soldering.
- Reasons for using flux
- Types of fluxes and their uses
- Riveting; its application, types of rivet heads and riveted joints
- Welding; arc and gas types, procedures and precautions, materials for welding rods and spelta

**Sub-modules 611** 4 hrs

- Threading; types of threads, cross-section of screw threads, internal threading with taps, external threading with dies.
- Heat treatment of steel, hardening, annealing, tempering and normalizing.
- How to use a multi-meter to determine current resistance, voltage and continuity

**Mode of delivery**

Lecture ( 19 LHRs)

**Ways of assessment**

Coursework's and tests	60%
Exams	40%

Key reading list

Reference and text material will include the following among others.

1.CHAPMAN W.A.J v Workshop technology part 1

